

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

11 JAN 1967

Secretary's Memorandum No. 1609

Realignment of Area Operations Committees

The Area Operations Committees have been a successful means over the years of accelerating management improvement in the administrative services support field. Automation, new business management concepts, improved communications, the expanding role of contracts - these and many other developments must be intelligently used to improve support services. The Committees serve a useful purpose in keeping all levels of management informed on these developments, and in providing opportunities for exchanging ideas as to their applicability or use.

The Committee structure will be continued. It has been determined, however, that two instead of the present three Committees will meet the needs expressed above. Accordingly, Area Operations Committees shall function in each of the two geographical areas as shown on the reverse.

Pursuant to 4 AR 5, effective immediately and until further notice, Area Chairmen are hereby appointed as follows:

Area 1

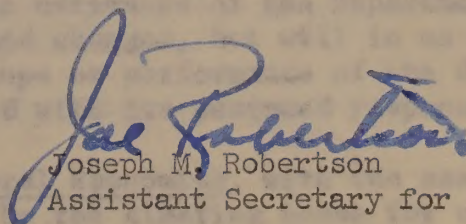
Howard C. Lee
Forest Service
Denver, Colorado

Area 2

C. C. Pollock
Farmers Home Administration
St. Louis, Missouri

All excess property declarations will continue to be processed through Area 2 in accordance with ~~Plant and Operations Memorandum No. 97~~
Agriculture Property Management Regulations § 104-43.5101

This Memorandum supersedes Secretary's Memorandum No. 1449 and Supplement 1 thereto.


Joseph M. Robertson
Assistant Secretary for Administration

COMMITTEES

Secretary's Memorandum No. 1000

Reorganization of the Operations Committee

The Operations Committee have been a successful means over the years of accelerating management improvement in the administrative services support field. Additionally, new business management concepts, improved communications, the expanding role of contractors - these and many other developments must be intelligently used to improve support services. The Committee serve a useful purpose in keeping all levels of management informed on these developments, and in providing opportunities for exchanging ideas as to their applicability on a case-by-case basis.

The Committee structure will be continued. It has been determined, however, that two members of the present three Committee will merge into one position. Accordingly, the Operations Committee will be reorganized as follows:

Members to be appointed as follows:

Howard C. Lee
Robert Davies
Edward J. Collins

Area 1

C. C. Johnson
Edward J. Collins
Edward J. Collins

Area 2

All excess property disposition will continue to be processed through Area 2 in accordance with the existing instructions.

This memorandum is being submitted to the Secretary for his information and for his signature.

Assistant Secretary for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 12 1967

SECRETARY'S MEMORANDUM NO. 1614

Interagency Commodity Estimates Committees

1. Departmental Committees. There is a continuing need for estimates and projections of basic data regarding supply, utilization, prices and program effects to be used on a Departmentwide basis for budgetary purposes and for appraising and administering present or proposed programs. In response to this need, Secretary's Memorandum No. 1530 of March 15, 1963 authorized establishment of a Departmental committee for each price-supported commodity, and others as needed. Revision of that memorandum is desirable to clarify operating procedures and specify in more detail the responsibilities assigned.

2. Organization. The commodity estimates committees will be composed of one or more members from each of the following agencies of the Department: Agricultural Stabilization and Conservation Service, Economic Research Service, Staff Economists Group, and the Foreign Agricultural Service. In addition, personnel from the Consumer and Marketing Service and the Statistical Reporting Service will be asked to consult with and supply data to these committees from time to time. Each committee shall be chaired by a member of the Policy and Program Appraisal Division, ASCS. The chairman shall call the meetings of his committee and, except for emergency situations, he shall give members at least 2 days' notice of committee meetings. He shall inform committee members of the agenda, making available background data and other relevant materials previously prepared by the designated agencies for review by the committee.

To provide data for budget estimates, two detailed calculations of program costs and expenditures shall be scheduled each calendar year -- around June 1 and November 1. Additional meetings will be scheduled as required.

3. Duties. The committees shall appraise and review basic data and make estimates as a basis for projecting supply, utilization and prices for major commodities, including the effects of new program proposals on acreage, yield, production, imports, exports, domestic utilization, price, price support programs and program activities. Estimates agreed to by each committee will be the official estimates of the Department regarding the effects of program proposals and changes, but will in no way restrict the formation of special study groups or performance of the duties of any agency of the Department associated with its assigned responsibilities.

(a) The Director of Agricultural Economics, with the assistance of the Staff Economists Group, shall be the clearing house for economic data,

COMMITTEES (Commodity Estimates, Interagency)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1117
Interagency Commodity Estimates Committee

1. Departmental Committees. There is a continuing need for estimates and projections of basic data regarding supply, utilization, prices and program effects to be used on a departmentwide basis for budgetary purposes and for appraising and administering present or proposed programs. In response to this need, Secretary's Memorandum No. 1530 of March 15, 1963 authorized establishment of a Departmental committee for each price supported commodity, and others as needed. Revision of that memorandum is desirable to clarify operating procedures and specify in more detail the responsibilities assigned.

2. Organization. The commodity estimates committees will be composed of one or more members from each of the following agencies of the Department: Agricultural Stabilization and Conservation Service, Economic Research Service, Staff Economist Group, and the Foreign Agricultural Service. In addition, personnel from the Consumer and Marketing Service and the Statistical Reporting Service will be asked to consult with and supply data to these committees from time to time. Each committee shall be chaired by a member of the Policy and Program Appraisal Division, ASOS. The chairman shall call the meetings of his committee and, except for emergency situations, he shall give members at least 2 days' notice of committee meetings. He shall inform committee members of the agenda, making available background data and other relevant materials previously prepared by the designated agencies for review by the committee.

To provide data for budget estimates, two detailed calculations of program costs and expenditures shall be scheduled each calendar year -- around June 1 and November 1. Additional meetings will be scheduled as required.

3. Duties. The committees shall appraise and review basic data and make estimates as a basis for projecting supply, utilization and prices for major commodities, including the effects of new program proposals on acreage, yield, production, imports, exports, domestic utilization, price, price support programs and program activities. Estimates agreed to by each committee will be the official estimates of the Department regarding the effects of program proposals and changes, but will in no way restrict the formation of special study groups or performance of the duties of any agency of the Department associated with its assigned responsibilities.

(a) The Director of Agricultural Economics, with the assistance of the Staff Economist Group, shall be the clearing house for economic data,

statistics and projections. This group has a staff responsibility to see that the economic resources of all appropriate agencies in the Department are drawn upon in connection with economic policy decisions. Proposed decisions involving substantial economic policy implications shall be checked with them.

(b) The Administrator of the Economic Research Service shall provide the commodity estimates committees with basic data and economic analyses for their consideration relating to acreage, yield, production, utilization, foreign trade, and supply and price estimates for each commodity.

(c) The Administrator of the Foreign Agricultural Service, coordinating with the Consumer and Marketing Service, shall provide the commodity estimates committees for their consideration with estimates of commercial and programmed exports and imports for each commodity.

(d) The Administrator of the Consumer and Marketing Service, in connection with programs administered by C&MS, shall supply the Foreign Agricultural Service with estimates of program exports and shall supply the commodity estimates committees directly with data regarding domestic program operations.

(e) The Administrator of the Agricultural Stabilization and Conservation Service shall supply the commodity estimates committees with data and analyses relating to the quantities and value of each commodity placed under price support, the repayments, acquisitions and dispositions under existing and proposed programs.

4. Utilization of Estimates. Estimates of these interagency committees shall be used in (a) preparation of budgets, and (b) the development, appraisal and administration of programs. The estimates shall serve as the basis for published statements, material provided the Congress, and testimony before the Congressional committees. Financial data or estimates prepared by these committees shall be furnished the Director of the Planning, Evaluation and Programming Staff and the Director of Finance. Appraisals and reports prepared by the committees shall be transmitted by the chairmen to administrators of agencies represented on the committees. These appraisals and reports shall be identified as having been prepared by a particular committee.

5. Utilization of Committees. Requests for committee assistance shall be routed through the Administrator, ASCS, the agency which provides committee chairmen. Such requests may be initiated by any Agency Head within the Department, or by the Office of the Secretary.

6. Prior Memorandum Superseded. With this issuance, Secretary's Memorandum No. 1530 is hereby superseded.

Quill L. Furman

statistics and projections. This group has a staff responsibility to see that the economic resources of all appropriate agencies in the Department are drawn upon in connection with economic policy decisions. Proposed decisions involving substantial economic policy implications shall be checked with them.

(b) The Administrator of the Economic Research Service shall provide the commodity estimates committees with basic data and economic analyses for their consideration relating to acreage, yield, production, utilization, foreign trade, and supply and price estimates for each commodity.

(c) The Administrator of the Foreign Agricultural Service, coordinating with the Consumer and Marketing Service, shall provide the commodity estimates committees for their consideration with estimates of commercial and program exports and imports for each commodity.

(d) The Administrator of the Consumer and Marketing Service, in connection with programs administered by CMAA, shall supply the Foreign Agricultural Service with estimates of program exports and shall supply the commodity estimates committees directly with data regarding domestic program operations.

(e) The Administrator of the Agricultural Stabilization and Conservation Service shall supply the commodity estimates committees with data and analyses relating to the quantities and value of each commodity placed under price support, the requirements, acquisitions and dispositions under existing and proposed programs.

4. Utilization of Estimates. Estimates of these interagency committees shall be used in (a) preparation of budgets and (b) the development, appraisal and administration of programs. The estimates shall serve as the basis for published statements, material provided the Congress, and testimony before the Congressional committees. Financial data or estimates prepared by these committees shall be furnished the Director of the Planning and Reports prepared by the committees shall be transmitted by the chairman to administrators of agencies represented on the committees. These appraisals and reports shall be identified as having been prepared by a particular committee.

5. Utilization of Committees. Requests for committee assistance shall be routed through the Administrator, ASOS, the agency which provides committee chairman. Such requests may be initiated by any Agency Head within the Department, or by the Office of the Secretary.

6. Prior Memorandum Submitted. With this issuance, Secretary's Memorandum No. 1530 is hereby superseded.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

May 26 1967

SECRETARY'S MEMORANDUM NO. 1615

Coordination of USDA Programs in Alaska

1. Purpose. This memorandum establishes Departmental responsibility for review and coordination of all USDA programs in Alaska. It provides also for liaison with the Federal Development Planning Committees established by Executive Order 11182 on October 2, 1964.
2. Establishment of the Alaska Rural Development Review Committee. For more effective use of USDA resources in Alaska, I hereby establish the Alaska Rural Development Review Committee. The committee shall be under the direction of James E. Thornton, Office of the Secretary, as Chairman, and include representatives designated by the heads of the following agencies with the approval of the Chairman:

Agricultural Research Service
Agricultural Stabilization and Conservation Service
Consumer and Marketing Service
Cooperative State Research Service
Economic Research Service
Farmers Home Administration
Federal Extension Service
Forest Service
Rural Electrification Administration
Soil Conservation Service
Statistical Reporting Service

Edward H. Hansen will serve the committee as Executive Secretary.

3. Functions of the Committee. The committee shall review from time to time the policies and programs of the Department in Alaska and make recommendations for changes deemed desirable. Proposals for new (a) activities, (b) loan programs, (c) studies, and (d) modification of existing programs specifically to meet the needs of Alaska, will require clearance through the committee and approval of the Secretary.
4. Liaison with Federal Field Committee for Development Planning in Alaska. The Federal Field Committee for Development Planning in Alaska is the Alaska-based committee set up by Executive Order 11182 for "developing coordinated plans for Federal programs which contribute to economic and resources development in Alaska." The Forest Service Regional Forester, W. Howard Johnson, shall be the USDA representative on this committee and

COMMITTEES

(Alaska Rural Development Review)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

May 28 1964

SECRETARY'S MEMORANDUM NO. 1415

Coordination of USDA Programs in Alaska

1. Purpose. This memorandum establishes Departmental responsibility for review and coordination of all USDA programs in Alaska. It provides also for liaison with the Federal Development Planning Committee established by Executive Order 1152 on October 2, 1964.

2. Establishment of the Alaska Rural Development Review Committee. For more effective use of USDA resources in Alaska, I hereby establish the Alaska Rural Development Review Committee. The committee shall be under the direction of James E. Thornton, Office of the Secretary, as Chairman, and include representatives designated by the heads of the following agencies with the approval of the Chairman:

Agricultural Research Service
Agricultural Stabilization and Conservation Service
Consumer and Marketing Service
Cooperative State Research Service
Economic Research Service
Farmers Home Administration
Federal Extension Service
Forest Service
Rural Electrification Administration
Soil Conservation Service
Statistical Reporting Service

Edward H. Hansen will serve the committee as Executive Secretary.

3. Functions of the Committee. The committee shall review from time to time the policies and programs of the Department in Alaska and make recommendations for changes deemed desirable. Proposals for new (a) activities, (b) loan programs, (c) studies, and (d) modification of existing programs specifically to meet the needs of Alaska, will require clearance through the committee and approval of the Secretary.

4. Liaison with Federal Field Committee for Development Planning in Alaska. The Federal Field Committee for Development Planning in Alaska is the Alaska-based committee set up by Executive Order 1152 for "developing coordinated plans for Federal programs which contribute to economic and resources development in Alaska." The Forest Service Regional Forester, W. Howard Johnson, shall be the USDA representative on this committee and

COMMITTEE (Copy to Forest Service Regional Forester)

shall represent all phases of agricultural and rural development programs administered by USDA agencies in Alaska. He may call on any other USDA employee in Alaska for assistance in carrying out the purposes of this committee. He shall keep the Chairman of the USDA Alaska Rural Development Review Committee fully advised of the working of the Field Committee and seek his advice and guidance on policy matters.

5. Liaison with the President's Review Committee for Development Planning in Alaska. The functions of the President's Review Committee for Development Planning in Alaska, as outlined in Executive Order 11182, are to provide general direction and guidance to the Field Committee; to receive, review, and comment on the tentative plans or recommendations of the Field Committee; and to receive and consider the final plans and recommendations of the Field Committee and transmit them, together with its own comments, to the President and the heads of interested Federal agencies. To assure that the USDA programs are consistent with those of other Federal Departments and Agencies, the Chairman of the Alaska Rural Development Review Committee shall be the Department's representative on the President's Review Committee for Development Planning in Alaska.

6. Previous Committee Terminated. This memorandum supersedes Secretary's Memorandum No. 1563, of August 19, 1964 and terminates the Committee on Alaskan Agriculture established at that time.

(2) seek out new programs that may be necessary to handle problems that are unique to the Mexican American community.

The President has also asked the community to work with various departments to review their problems and to see that they are solved. He has also asked the Federal Government to work with private industry and other groups to solve these problems.

Quill F. Freeman

Departmental Action. To give response to our citizens and to action through our State House members, I hereby establish a Departmental Advisory Committee on Mexican American Affairs. The committee shall include representatives designated by the heads of the following agencies:

Agricultural Stabilization and Conservation Service
Commodity and Marketing Service
Cooperative State Research Service
Economic Research Service
Forest Cooperative Service
Forest State Administration
Federal Extension Service
Forest Service

shall represent all phases of agricultural and rural development programs administered by USDA agencies in Alaska. He may call on any other USDA employee in Alaska for assistance in carrying out the purposes of this committee. He shall keep the Chairman of the USDA Alaska Rural Development Review Committee fully advised of the working of the Field Committee and seek his advice and guidance on policy matters.

5. Alaskan with the President's Review Committee for Development Planning in Alaska. The functions of the President's Review Committee for Development Planning in Alaska, as outlined in Executive Order 11132, are to provide general direction and guidance to the Field Committee; to receive, review, and comment on the tentative plans or recommendations of the Field Committee; and to receive and consider the final plans and recommendations of the Field Committee and transmit them, together with his own comments, to the President and the heads of interested Federal agencies. To assure that the USDA programs are consistent with those of other Federal Departments and Agencies, the Chairman of the Alaska Rural Development Review Committee shall be the Department's representative on the President's Review Committee for Development Planning in Alaska.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

June 30 1967

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SECRETARY'S FILES
FILED
SECY'S RECORDS & COM. DIV.

SECRETARY'S MEMORANDUM NO. 1616

USDA Departmental Committee on Mexican American Affairs

Presidential Action. To reaffirm the ideal of full opportunity for all citizens and to focus the efforts of the Federal Government more intensely on the Mexican Americans of the Nation, the President has issued a White House memorandum establishing a cabinet-level Interagency Committee on Mexican American Affairs.

Committee Functions. Members of the committee are the Secretaries of Labor, of Health, Education and Welfare, of Housing and Urban Development, of Agriculture, and the Director of the Office of Economic Opportunity. Commissioner Vicente Ximenes of the Equal Employment Opportunity Commission is the chairman of the committee.

The purpose of this committee is to

- (1) assure that Federal programs are reaching the Mexican Americans and providing the assistance they need, and
- (2) seek out new programs that may be necessary to handle problems that are unique to the Mexican American community.

The President has also asked the committee to meet with Mexican Americans, to review their problems and to hear from them what their needs are, and how the Federal Government can best work with State and local governments, with private industry and with Mexican Americans themselves in solving those problems.

Departmental Action. To give emphasis to our efforts and to follow through on the White House memorandum, I hereby establish a Departmental Advisory Committee on Mexican American Affairs. The committee shall include representatives designated by the heads of the following agencies:

Agricultural Stabilization and Conservation Service
Consumer and Marketing Service
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
Farmers Home Administration
Federal Extension Service
Forest Service

COMMITTEES (*Mexican American Affairs*)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1615

USDA Departmental Committee on Mexican American Affairs

Presidential Action. To reaffirm the ideal of full opportunity for all citizens and to focus the efforts of the Federal Government more intensely on the Mexican American of the Nation, the President has issued a White House memorandum establishing a cabinet-level interagency Committee on Mexican American Affairs.

Committee Functions. Members of the committee are the Secretaries of Labor, of Health, Education and Welfare, of Housing and Urban Development, of Agriculture, and the Director of the Office of Economic Opportunity. Commissioner Vicente Ximenes of the Equal Employment Opportunity Commission is the chairman of the committee.

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The President has also asked the committee to meet with Mexican Americans to review their problems and to hear from them what their needs are, and how the Federal Government can best work with State and local governments, with private industry and with Mexican Americans themselves in solving those problems.

Departmental Action. To give emphasis to our efforts and to follow through on the White House memorandum, I hereby establish a Departmental Advisory Committee on Mexican American Affairs. The committee shall include representatives designated by the heads of the following agencies:

Agricultural Stabilization and Conservation Service
Consumer and Marketing Service
Cooperative State Research Service
Economic Research Service
Farmer Cooperative Service
Farmers Home Administration
Federal Extension Service
Forest Service

COMMITTEES

Retype last paragraph on page 2 to read as follows:

Alfred L. Edwards, Deputy Assistant Secretary for Rural Development and Conservation, will serve as Chairman of the committee, Louis P. Tellez, Consumer and Marketing Service, will serve as Vice Chairman, and Oscar Zetter, Rural Community Development Service, will serve as Executive Secretary.

per Dr. Edwards

Cleared with J P Loftus

KS

Personnel, Office of
Rural Community Development Service
Rural Electrification Administration
Soil Conservation Service

Alfred L. Edwards, Deputy Assistant Secretary for Rural Development and Conservation, will serve as Chairman of the committee and Oscar Zetter, Rural Community Development Service, will serve as Executive Secretary.

This memorandum outlines Department policy for meeting the requirements of Bureau of the Budget Circular No. 2-41, dated April 15, 1947, necessitating attention for information among the various Federal wide available in Metropolitan Areas.

Quill & Fenner
The Bureau of the Budget Circular No. 2-41, dated April 15, 1947, requires that all Federal grants or loans for projects in Metropolitan Areas must be submitted for review to the Bureau of the Budget. The Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation, are authorized to submit applications for Federal grants or loans for projects in Metropolitan Areas to the Bureau of the Budget for review and approval.

This section of the Act provides that after June 30, 1947, applications for Federal grants or loans for projects in Metropolitan Areas must be submitted for review to the Bureau of the Budget. The Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation, are authorized to submit applications for Federal grants or loans for projects in Metropolitan Areas to the Bureau of the Budget for review and approval. The list of designated areas will be published in the Federal Register and the Department of the Interior, Bureau of Land Management, and the Bureau of Reclamation, will be notified of the designated areas.

When such applications are made by special purpose units of local government, they must be submitted for review to the Federal purpose unit of government with authority to operate within the project area.

Applications for Federal grants or loans in hand prior to July 1, 1947, are not subject to the requirements of Section 204 of the Act.

Separate components within an over-all application or plan will not be treated as separate applications for the purpose of Circular A-41. Plans for the total project will be submitted for review.

Projects which fall within designated metropolitan areas but which are located beyond the limits of Federal administration will be exempt from review requirements under Circular A-41. Departmental agencies involved will consult with the designated area with agency in making this determination and will ensure their compliance.

Personnel, Office of
 Rural Community Development Service
 Rural Electrification Administration
 Soil Conservation Service

Alfred L. Edwards, Deputy Assistant Secretary for Rural Development and Conservation, will serve as Chairman of the committee and Oscar Zetter, Rural Community Development Service, will serve as Executive Secretary.

Alfred L. Edwards

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

July 12 1967

SECRETARY'S MEMORANDUM NO. 1617

Coordination of USDA Assistance in Metropolitan Areas

PURPOSE. This memorandum outlines Department policy for meeting the requirements of Bureau of the Budget Circular No. A-82, dated April 11, 1967, establishing criteria for coordination among the various Federal aids available in Metropolitan Areas.

AGENCY PROCEDURES. The agencies administering programs which involve Federal grants or loans for specified projects in designated metropolitan areas shall issue policies and procedures necessary for compliance with Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966, as set forth in Circular A-82.

This section of the Act provides that after June 30, 1967, applications for Federal grants or loans for specified projects in metropolitan areas must be submitted for review to the area-wide agency which is designated to perform metropolitan or regional planning. "Metropolitan Area" means a standard metropolitan statistical area as established by the Bureau of the Budget, subject however to such modifications and extensions as the Secretary of Housing and Urban Development may determine to be appropriate. The list of designated area-wide agencies and the geographical boundaries of metropolitan areas have been received from the Secretary of Housing and Urban Development. This list will be modified as determined necessary and the revisions forwarded to concerned Departments.

When such applications are made by special purpose units of local government they must be submitted for review to any general purpose unit of government with authority to operate within the project area.

Applications for Federal grants or loans in hand prior to July 1, 1967, are not subject to the requirements of Section 204 of the Act.

Separate components within an over-all application or plan will not be treated as separate applications for the purpose of Circular A-82. Plans for the total project will be submitted for review.

Projects which fall within designated metropolitan areas but which are located beyond the limits of foreseeable urbanization may be exempt from review requirements under Circular A-82. Departmental agencies involved will consult with the designated area-wide agency in making this determination and will secure their concurrence.

ORGANIZATION /

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

July 1, 1967

SECRETARY'S MEMORANDUM NO. 167

Coordination of USDA Assistance in Metropolitan Areas

PURPOSE. This memorandum outlines Department policy for meeting the requirements of Bureau of the Budget Circular No. A-82, dated April 11, 1967, establishing criteria for coordination among the various Federal aids available in Metropolitan Areas.

AGENCY PROCEDURES. The agencies administering programs which involve Federal grants or loans for specified projects in designated metropolitan areas shall issue policies and procedures necessary for compliance with Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966, as set forth in Circular A-82.

This section of the Act provides that after June 30, 1967, applications for Federal grants or loans for specified projects in metropolitan areas must be submitted for review to the area-wide agency which is designated to perform metropolitan or regional planning. "Metropolitan Area" means a standard metropolitan statistical area as established by the Bureau of the Budget, subject however to such modifications and extensions as the Secretary of Housing and Urban Development may determine to be appropriate. The list of designated area-wide agencies and the geographical boundaries of metropolitan areas have been received from the Secretary of Housing and Urban Development. This list will be modified as determined necessary and the revisions forwarded to concerned Departments.

When such applications are made by special purpose units of local government they must be submitted for review to any general purpose unit of government with authority to operate within the project area.

Applications for Federal grants or loans in hand prior to July 1, 1967, are not subject to the requirements of Section 204 of the Act.

Separate components within an over-all application or plan will not be treated as separate applications for the purpose of Circular A-82. Plans for the total project will be submitted for review.

Projects which fall within designated metropolitan areas but which are located beyond the limits of foreseeable urbanization may be exempt from review requirements under Circular A-82. Departmental agencies involved will consult with the designated area-wide agency in making this determination and will secure their concurrence.

APPLICABLE PROGRAMS. Circular A-82 has applicability to the following Department agencies and programs:

A. Agricultural Stabilization and Conservation Service

1. "Greenspan" Program. (7 USC 1838(i)(j)).

B. Farmers Home Administration

1. Rural Water and Waste Disposal Facilities and Planning. (7 USC 1926(a)(1), (2), & (6)).
2. Soil and Water Conservation Loans. (7 USC 1926(a)).
3. Rural Renewal Areas. (7 USC 1010, 1011, 1013(a)).

C. Soil Conservation Service

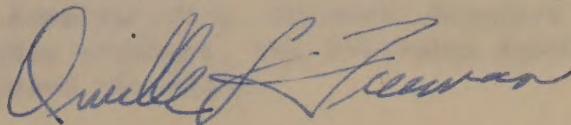
1. Watershed Protection and Flood Prevention. (16 USC 1001-1009 except surveys and investigations under 16 USC 1006; 58 Stat. 887).
2. Resource Conservation and Development Projects. (7 USC 1010, 1011, 1013(a)).

However, Department agencies may want to discuss with the designated area-wide agency the possible exclusion of certain types of projects for review which, because of the type or scale, may have little or no significance for regional development.

DELEGATIONS. The Assistant Secretary for Rural Development and Conservation will be responsible for interagency and interdepartmental coordination of activities pertaining to this memorandum.

The Rural Community Development Service will provide staff assistance to the Assistant Secretary for Rural Development and Conservation in:

- 1) appraising agency procedures for compliance with Circular No. A-82, and
- 2) liaison with staff of the Department of Housing and Urban Development, and the Bureau of the Budget, on matters pertaining to Circular No. A-82.



APPLICABLE PROGRAMS. Circular A-82 has applicability to the following Department agencies and programs:

A. Agricultural Stabilization and Conservation Service

1. "Greenplan" Program. (7 USC 1838(f)(1)).

B. Farmers Home Administration

1. Rural Water and Waste Disposal Facilities and Planning. (7 USC 1926(a)(1), (2), & (6)).
2. Soil and Water Conservation Loans. (7 USC 1926(a)).
3. Rural Renewal Areas. (7 USC 1010, 1011, 1013(a)).

C. Soil Conservation Service

1. Watershed Protection and Flood Prevention. (16 USC 1001-1009 except surveys and investigations under 16 USC 1006; 28 Stat. 887).
2. Resource Conservation and Development Projects. (7 USC 1010, 1011, 1013(a)).

However, Department agencies may want to discuss with the designated area-wide agency the possible exclusion of certain types of projects for review which, because of the type or scale, may have little or no significance for regional development.

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- 1) appraising agency procedures for compliance with Circular No. A-82, and
- 2) liaison with staff of the Department of Housing and Urban Development, and the Bureau of the Budget, on matters pertaining to Circular No. A-82.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

JULY 14 1967

SECRETARY'S MEMORANDUM NO. 1618

USDA Statistical Review Board

1. ESTABLISHMENT. Statistical series published by the Department play an essential role in recording change in the agricultural economy. They are widely used for management decisions and for policy determinations in the farm and business communities and in Government. Periodic systematic reviews of these data, that are issued by several agencies, are appropriate to ascertain how well the series meet current needs, to examine adequacy of the coverage, methods and consistency within and among the series.

Inasmuch as 10 years have elapsed since the last such reexamination, resulting in Agriculture Handbook No. 118, "Major Statistical Series of the U. S. Department of Agriculture," a USDA Statistical Review Board is hereby established to conduct a survey and evaluation of all statistical series issued by the Department of Agriculture in the light of current circumstances.

2. PURPOSES AND DUTIES. The USDA Statistical Review Board will critically review each major periodical statistical series published by agencies of the Department with respect to:

- a. Usefulness of the series.
- b. Sources and adequacy of the data from which the series is constructed.
- c. Methods and analytical techniques used in constructing the series.
- d. Timeliness, frequency, form and distribution of publication.

The purpose of this review will be to assure, insofar as possible, that the needs of the Department and the public for statistical information will be met most effectively and efficiently, and that the sources of data and methods used meet the highest standards of accuracy and objectivity consistent with resources available.

3. ORGANIZATION. The USDA Statistical Review Board will be chaired by Harry C. Trelogan, Administrator, Statistical Reporting Service. The vice chairman will be M. L. Upchurch, Administrator, Economic Research Service. In addition to the chairman and vice chairman, the following agencies and their representatives will constitute the Board:

COMMITTEES *Ad. Statistical Review, USDA*

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

May 1, 1961

SECRETARY'S MEMORANDUM NO. 1417

USDA Statistical Review Board

1. ESTABLISHMENT. Statistical series published by the Department play an essential role in recording change in the agricultural economy. They are widely used for management decisions and for policy determinations in the farm and business communities and in Government. Periodic systematic reviews of these data, that are issued by several agencies, are appropriate to ascertain how well the series meet current needs, to examine adequacy of the coverage, methods and consistency within and among the series.

Inasmuch as 10 years have elapsed since the last such reexamination, resulting in Agriculture Handbook No. 118, "Major Statistical Series of the U. S. Department of Agriculture," a USDA Statistical Review Board is hereby established to conduct a survey and evaluation of all statistical series issued by the Department of Agriculture in the light of current circumstances.

2. PURPOSES AND DUTIES. The USDA Statistical Review Board will critically review each major periodical statistical series published by agencies of the Department with respect to:

- a. Usefulness of the series.
- b. Sources and adequacy of the data from which the series is constructed.
- c. Methods and analytical techniques used in constructing the series.
- d. Timeliness, frequency, form and distribution of publication.

The purpose of this review will be to assure, insofar as possible, that the needs of the Department and the public for statistical information will be met most effectively and efficiently, and that the sources of data and methods used meet the highest standards of accuracy and objectivity consistent with resources available.

3. ORGANIZATION. The USDA Statistical Review Board will be chaired by Harry C. Treloar, Administrator, Statistical Reporting Service. The vice chairman will be M. L. Upchurch, Administrator, Economic Research Service. In addition to the chairman and vice chairman, the following agencies and their representatives will constitute the Board:

Statistical Reporting Service - J. Richard Grant

Economic Research Service - Robert M. Walsh

Foreign Agricultural Service - Raymond E. Vickery

Consumer and Marketing Service - Alexander Swantz

Agricultural Stabilization and Conservation Service -
J. Murray Thompson

Farmer Cooperative Service - Martin A. Abrahamsen

Planning Evaluation and Programming Staff - William A. Carlson

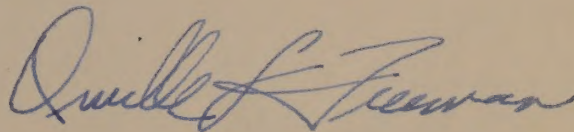
The Economic Research Service will provide an executive secretary for the Board. The Board may invite a representative from the Bureau of the Budget to participate.

4. OPERATIONS. The Board will meet at the call of the chairman and may establish such working rules as it deems necessary. Staff members responsible for the various statistical series will be prepared to review with the Board the work for which they are responsible. The Board may arrange for other studies and inquiries, including use of consultants, as may be needed to achieve its purposes.

The Board will report its findings and recommendations on each statistical series to the administrator of the agency publishing the series and to the Secretary.

After review and appropriate revision, when necessary, of statistical series, the Board, with the help of the staffs of the agencies, will prepare and publish a revision of "Major Statistical Series of the U. S. Department of Agriculture, How They Are Constructed and Used," Agriculture Handbook No. 118.

5. LIMITATIONS. The operations of the USDA Statistical Review Board are not intended to abrogate the legal or administrative responsibilities of any agency.



Statistical Reporting Service - J. Richard Grant

Economic Research Service - Robert M. Walsh

Foreign Agricultural Service - Raymond S. Vickers

Consumer and Marketing Service - Alexander Swann

Agricultural Stabilization and Conservation Service -
J. Murray Thompson

Farmer Cooperative Service - Martin A. Abrahamson

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5. LIMITATIONS. The operations of the USDA Statistical Review Board are not intended to abrogate the legal or administrative responsibilities of any agency.



~~DRAFT~~

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

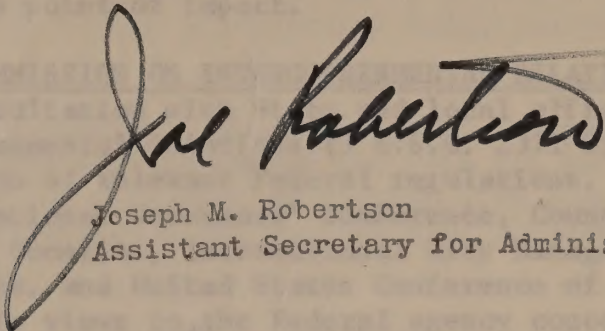
July 16 1968

MEMORANDUM NO. 1618, SUPPLEMENT NO. 1

USDA Statistical Review Board

John C. Pierce is hereby designated to represent Consumer and Marketing Service on the Board to replace Alexander Swantz.

The Chairman and other agency representatives will continue as noted in Secretary's Memorandum No. 1618 issued July 14, 1967.


Joseph M. Robertson
Assistant Secretary for Administration

Processed For Reproduction
Secretary's Record & Comm. Div.

COMMITTEES

(Bd. Statistical Review, USDA)

SECRET

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 16, 1967

MEMORANDUM NO. 1618, SUPPLEMENT NO. 1

USDA Statistical Review Board

John C. Pierce is hereby designated to represent Consumer and Marketing Service on the Board to replace Alexander Swartz.

The Chairman and other agency representatives will continue as noted in Secretary's Memorandum No. 1618 issued July 16, 1967.

Joseph M. Robertson
Assistant Secretary for Administration

Processed for Reorganization
Secretary's Record & Comm. Div.

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1619 July 24 1967

Consultation on Federal Assistance Programs
Affecting State ~~of~~ Local Governments
and

and 1. URGENCY. To be fully effective, Federal assistance programs affecting State ~~and~~ local governments require adequate measures of cooperation and joint action. Because of the multiplicity of such programs coordination at the Federal level is a prime requisite.

At the direction of the President, the Bureau of the Budget in Circular No. A-85, of June 28, 1967, issued policies and procedures for the guidance of Federal agencies. They are designed to obtain the advice and comment of State and local government officials in development of significant Federal rules, regulations, standards, procedures, and guidelines involving Federal assistance programs. Such regulations concerning administration of the programs affect the conduct of State and local affairs, including management and organization, planning, program adjustments, and fiscal and administrative systems. Comment of State and local government officials prior to issuance of Federal regulations can help make the programs workable at the point of impact.

2. ROLE OF ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS (ACIR). In lieu of extensive direct consultation with State and local officials, the Advisory Commission on Intergovernmental Relations (5 U.S.C. 2371-2372) will arrange for appropriate consideration of relevant Federal regulations. The function of the ACIR is to inform the National Governors' Conference, Council of State Governments, National Association of Counties, International City Managers Association, National League of Cities, and United States Conference of Mayors. Such associations may express their views to the Federal agency concerned through the ACIR. On request of the Federal agency *and* association representatives meetings may be arranged to consider modifications of regulations proposed.

3. COORDINATION IN USDA. The Deputy Administrator of the Rural Community Development Service, D. R. Matthews, is assigned Department-wide responsibility for implementing actions to comply with Bureau of the Budget instructions. Proposed regulations for consideration by the ACIR will be sent through his office and he will determine matters of policy and procedure applicable to USDA programs.

4. EFFECTIVE DATE. Provisions of this memorandum, based on Bureau of the Budget Circular No. A-85 become effective on and after July 28, 1967. Applicable regulations will be issued in 1 AR 1000-1003.

Quill L. Ferman

SECRETARY'S MEMORANDUM NO. 1417 July 24 1957

Consultation on Federal Assistance Programs
Affecting State and Local Governments

1. URGENCY. To be fully effective, Federal assistance programs affecting State and local governments require adequate measures of cooperation and joint action. Because of the multiplicity of such programs coordination at the Federal level is a prime requisite.

At the direction of the President, the Bureau of the Budget in Circular No. A-82, of June 28, 1957, issued policies and procedures for the guidance of Federal agencies. They are designed to obtain the advice and comment of State and local government officials in development of significant Federal rules, regulations, standards, procedures, and guidelines involving Federal assistance programs. Such regulations concerning administration of the programs affect the conduct of State and local affairs, including management and organization, planning, program adjustments, and fiscal and administrative systems. Comment of State and local government officials prior to issuance of Federal regulations can help make the programs workable at the point of impact.

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4. EFFECTIVE DATE. Provisions of this memorandum, based on Bureau of the Budget Circular No. A-82 become effective on and after July 28, 1957. Applicable regulations will be issued in 1 AR 1000-1003.

William F. Turner



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 31 1967

SECRETARY'S MEMORANDUM NO. 1620

Establishment of New Orleans Data Processing Center

1. PURPOSE. On the basis of recent studies undertaken to determine the most efficient and economic use of automatic data processing equipment required in New Orleans, the decision has been made to establish a New Orleans Data Processing Center (NODPC).
2. MISSION. The NODPC will be a Departmental resource to provide automatic data processing services to USDA agencies, primarily the Management Data Service Center and the New Orleans Commodity Office.
3. RESPONSIBILITY FOR OPERATING MANAGEMENT. Administration of the NODPC is assigned to a resident Director, who shall report to the Deputy Administrator for Management of the Agricultural Stabilization and Conservation Service.
4. ADMINISTRATIVE ARRANGEMENT. There are hereby transferred to the NODPC, from the Management Data Service Center and from the New Orleans Commodity Office, the functions and personnel associated with computer data input and output and with the programming and operation of automatic data processing and related equipment.

Custody of the equipment utilized by the NODPC is assigned to the Center Director subject to the property interest of the contributing agencies.

Space allocation will be determined by the Director, Office of Plant and Operations, for use of the New Orleans Data Processing Center, the Management Data Service Center, the New Orleans Commodity Office, and other USDA agencies.

5. APPROVAL OF TRANSFERS. The Assistant Secretary for Administration will approve such transfers of records, property, personnel and other incidental transfers as are involved in the establishment of the New Orleans Data Processing Center.

Quill L. Freeman

AUTOMATIC DATA PROCESSING



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 21 1967

SECRETARY'S MEMORANDUM NO. 11-2-67

Establishment of New Orleans Data Processing Center

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II. MISSION. The NODPC will be a departmental resource to provide automatic data processing services to USDA agencies, primarily the Management Data Service Center and the New Orleans Commodity Office.

III. RESPONSIBILITY FOR OPERATING MANAGEMENT. Administration of the NODPC is assigned to a resident Director, who shall report to the Deputy Assistant Director for Management of the Agricultural Stabilization and Conservation Service.

IV. ADMINISTRATIVE ARRANGEMENT. There are hereby transferred to the NODPC from the Management Data Service Center and from the New Orleans Commodity Office, the functions and personnel associated with computer data input and output and with the programming and operation of automatic data processing and related equipment.

Custody of the equipment utilized by the NODPC is assigned to the Center Director subject to the property interest of the contributing agencies.

Space allocation will be determined by the Director, Office of Plans and Operations, for use of the New Orleans Data Processing Center, the Management Data Service Center, the New Orleans Commodity Office, and other USDA agencies.

V. APPROVAL ON TRANSFERS. The Assistant Secretary for Administration will approve such transfers of records, property, personnel and other incidental transfers as are involved in the establishment of the New Orleans Data Processing Center.

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UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington, D. C.

September 25 1967

SECRETARY'S MEMORANDUM NO. 1621

Coordination of Development Planning in Areas Extending into
more than one Unit of General Local Government

Background. This Administration has vigorously promoted Creative Federalism. Secretary's Memoranda No. 1617 on "Coordination of USDA Assistance in Metropolitan Areas" and No. 1619 on "Consultation on Federal Assistance Programs Affecting State and Local Governments" were issued pursuant to Presidential directives on this subject. This memorandum concerns Bureau of the Budget Circular No. A-80 which further enhances Creative Federalism by outlining procedures to carry out Presidential policy concerning coordination for development planning.

For the solution of critical State, metropolitan, and regional problems, comprehensive planning may extend over wide areas. This may involve several States, counties, or other units of general local government. In these circumstances, Federal programs should be so administered as to foster coordination of physical, economic, and human resources planning efforts.

Objectives. In brief, Department agencies should undertake:

- (1) To encourage and facilitate State and local initiative and responsibility;
- (2) To discourage possible duplication in State and local planning activities assisted under Federal programs and to maximize State and local resources available for development planning;
- (3) To standardize and simplify Federal administrative and approval requirements placed on local governments;
- (4) To encourage State leadership in establishing a system of planning and development districts or regions to afford a consistent and rational geographic base for coordinated programs.

Delegations. The Assistant Secretary for Rural Development and Conservation is responsible for assuring that USDA programs conform to the policy and procedural requirements of Bureau of the Budget Circular No. A-80.

The Rural Community Development Service will provide staff assistance to the Assistant Secretary for Rural Development and Conservation as required. It will in particular:

- (1) Identify USDA programs affected by Bureau of the Budget Circular No. A-80 and consult with agency officials on appropriate action;

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

September 22, 1957

SECRETARY'S MEMORANDUM NO. 165

Coordination of Development Planning in Areas Extending into
more than one Unit of General Local Government

Background. This Administration has vigorously promoted Creative Federalism. Secretary's Memoranda No. 1617 on "Coordination of USDA Assistance in Metropolitan Areas" and No. 1619 on "Consultation on Federal Assistance Programs Affecting State and Local Governments" were issued pursuant to Presidential directives on this subject. This memorandum concerns Bureau of the Budget Circular No. A-80 which further enhances Creative Federalism by outlining procedures to carry out Presidential policy concerning coordination for development planning.

For the solution of critical State, metropolitan, and regional problems, comprehensive planning may extend over wide areas. This may involve several States, counties, or other units of general local government. In these circumstances, Federal programs should be so administered as to foster coordination of physical, economic, and human resources planning efforts.

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- (2) To discourage possible duplication in State and local planning activities assisted under Federal programs and to maximize State and local resources available for development planning;
- (3) To standardize and simplify Federal administrative and approval requirements placed on local governments;
- (4) To encourage State leadership in establishing a system of planning and development districts or regions to afford a consistent and rational geographic base for coordinated programs.

Delegations. The Assistant Secretary for Rural Development and Conservation is responsible for assuring that USDA programs conform to the policy and procedural requirements of Bureau of the Budget Circular No. A-80. The Rural Community Development Service will provide staff assistance to the Assistant Secretary for Rural Development and Conservation as requested. It will in particular:

- (1) Identify USDA programs affected by Bureau of the Budget Circular No. A-80 and consult with agency officials on appropriate action;

- (2) Maintain liaison with staff of the Bureau of the Budget concerned with development planning in multijurisdictional areas;
- (3) Prepare guidance material for USDA agencies on matters of policy and procedure;
- (4) Assure that procedures are in effect to provide for clearance with States and other Federal agencies prior to designation of any planning and development district or region;
- (5) Facilitate measures for (a) common and consistent planning bases (data, statistics and projections -- social, economic, demographic, etc.), (b) effective cooperation among related programs, and (c) joint financing in multijurisdictional areas.

Relationships. Effective coordination of development planning in designated regions or districts necessarily entails close working relationships. Agencies of the Department should consult freely with the Rural Community Development Service. That Agency, in turn, will undertake necessary clearance outside the Department as may be appropriate.

or facilitate

Quill L. Fewer

3. ORGANIZATION OF THE DEPARTMENT OF AGRICULTURE

The USDA Bureau of Development Planning shall be the central agency for coordinating the Department's positions on development planning. Each agency is urged to designate a Development Planning Committee member for working with the Bureau of Development Planning on all matters of interest related to development planning. The Bureau of Development Planning is the USDA's coordinating agency for the Department's Development Planning Committee.

Quill L. Fewer

(2) Maintain liaison with staff of the Bureau of the Budget concerned with development planning in multi-jurisdictional areas;

(3) Prepare guidance material for USDA agencies on matters of policy and procedure;

(4) Assure that procedures are in effect to provide for clearance with States and other Federal agencies prior to designation of any planning and development district or region;

(5) Facilitate measures for (a) common and consistent planning bases (data, statistics and projections -- social, economic, demographic, etc.), (b) effective cooperation among related programs, and (c) joint financing in multi-jurisdictional areas.

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(S. J. L. 12)

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

NOVEMBER 1 1962

SECRETARY'S MEMORANDUM NO. 1628

Coordination and Determination of USDA Recommendations on
Essential Activities and Critical Occupations

1. PURPOSE. To establish a procedure for coordinating and determining the Department's position on lists of Currently Essential Activities and Currently Critical Occupations and other matters relating to the Military Selective Service Act of 1967.

2. BACKGROUND. The Military Selective Service Act of 1967 assigns responsibility to the National Security Council for periodically advising the Director of Selective Service with respect to the identification, selection and deferment of needed professional and scientific personnel and those engaged in, and preparing for, critical skills and other essential occupations.

The President has directed that the Interagency Advisory Committee on Essential Activities and Critical Occupations shall consider the need for occupational deferments as described in the Act and make recommendations to the National Security Council.

3. ORGANIZATION AND RESPONSIBILITY. Bruce M. Easton, ASCS, is the Department's representative. Linwood K. Bailey, ASCS, is alternate.

The USDA Defense Operations Committee established under 1-AR, Chapter 4, shall be the means for coordinating and determining the Department's positions on matters coming before the Interagency Advisory Committee. Each agency is responsible through its Defense Operations Committee member for providing data and other information within its area of interest needed for the Department's representative to carry out USDA's responsibility on the Interagency Advisory Committee.

Quill L. Ferman

ORGANIZATION
NATIONAL DEFENSE

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



November 1, 1964

SECRETARY'S MEMORANDUM NO. 1023

Investigation and Determination of WADA Recommendations on
Essential Activities and Critical Occupations

1. PURPOSE. To establish a procedure for coordinating and determining the Department's position on issues of currently Essential Activities and currently Critical Occupations and other matters relating to the Military Selective Service Act of 1964.

2. BACKGROUND. The Military Selective Service Act of 1964 requires responsibility to the National Security Council for personnel engaged in, and preparing for, critical skills and other essential occupations. The Director of Selective Service is to coordinate, selection and retention of needed professional and scientific personnel and those engaged in, and preparing for, critical skills and other essential occupations.

The President has directed that the Interagency Advisory Committee on Essential Activities and Critical Occupations shall consider the need for occupational determinations as described in the Act and make recommendations to the National Security Council.

3. ORGANIZATION AND RESPONSIBILITY. Bruce M. Barton, ASOS, is the Department's representative. Kenneth K. Bailey, ASOS, is alternate.

The WADA Defense Operations Committee established under I-AR, Chapter 4, shall be the means for coordination and determination of the Department's position on matters coming before the Interagency Advisory Committee. Each agency is responsible through the Defense Operations Committee for providing data and other information within its area of interest needed for the Department's representative to carry out WADA's responsibility on the Interagency Advisory Committee.

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DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

November 1 1967

SECRETARY'S MEMORANDUM NO. 1623

Centralized Copy Production System

ESTABLISHMENT OF NEW COPY PRODUCTION SYSTEM. Effective immediately, the Office of Plant and Operations is assigned responsibility for operating a centralized copy production system in the downtown USDA complex. This system is to be based upon proposals submitted by the Department's Copy Production Task Force in August 1967. Part I of the task force report provides for expanding the present central duplicating plant operations to include the providing of all copying and duplicating services required in the South, Administration, Auditors, and Annex Buildings. This is the plan adopted. The Office of Plant and Operations will also exercise management responsibility over the total Department copy production system.

SCHEDULE. The expansion of the duplicating and assembly operations will be undertaken immediately, with the centralized copy production system to be fully operational as soon as possible.

COST REDUCTION. It is estimated that a substantial cost reduction can be achieved when the new system is fully installed. It will be necessary for all concerned to work closely with the Office of Plant and Operations to install the system as soon as possible.

INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments resulting from this memorandum.

ADDITIONAL INFORMATION. The Office of Plant and Operations will provide information that outlines the main features of the plan and explain its application.

A large, stylized blue ink signature of Joseph M. Robertson is written over the typed name and title.

Joseph M. Robertson

Assistant Secretary for Administration



DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

October 1 1967

SECRETARY'S MEMORANDUM NO. 114

Centralized Copy Production System

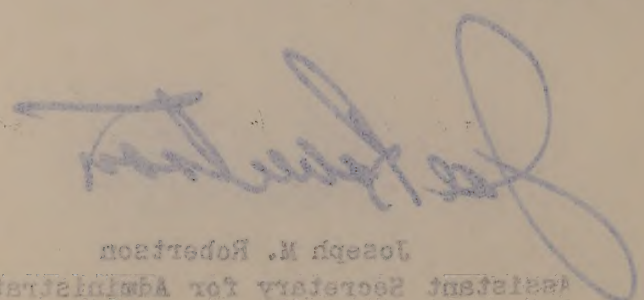
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Joseph M. Robertson
Assistant Secretary for Administration

ORGANIZATION 1 (040)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 6 1967

SECRETARY'S MEMORANDUM NO. 1624

Administration of the International Grains Arrangement

1. Agencies Affected. Prospective functions of the Department under the International Grains Arrangement (IGA), expected to become effective July 1, 1968, and the need for preparatory work prior to that date, call for delineation of responsibilities of the agencies directly affected. These are the Agricultural Stabilization and Conservation Service and the Foreign Agricultural Service. This memorandum provides the delegations and authorizations for carrying out Departmental functions through the two agencies.
2. Foreign Agricultural Service. The Foreign Agricultural Service will have over-all responsibility for international negotiations and contacts in connection with amendment or interpretation of the Agreement. The agency will also be responsible for the administration of the Food Aid Convention of the IGA. Required reports to the International Wheat Council and its subsidiary bodies will be transmitted by the Foreign Agricultural Service.
3. Agricultural Stabilization and Conservation Service. The Agricultural Stabilization and Conservation Service will be responsible for the domestic operations to implement the IGA including issuance of regulations (other than export wheat marketing certificate regulations), establishment of daily wheat and flour export subsidy rates, export wheat marketing certificate costs, and compiling data for required reports on prices and sales.

Administration of the International Wheat Agreement, previously delegated to the Agricultural Stabilization and Conservation Service in 1 AR 120F, is superseded by the current delegations.

4. Cooperation Essential. Since the International Grains Arrangement (IGA) includes provisions not only with respect to export pricing but also with respect to food aid, it is essential that there be close and continuous cooperation between the two agencies in carrying out their respective responsibilities. This means, for example, that while the Foreign Agricultural Service will take leadership in developing Departmental positions for regular meetings of the International Wheat Council, such positions will be coordinated with the Agricultural Stabilization and Conservation Service. In like manner, in the setting of the daily export subsidy rates and certificate costs on wheat, the Agricultural Stabilization and Conservation Service will continue to consult with the Foreign Agricultural Service in carrying out its responsibilities. Since

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 8 1967

SECRETARY'S MEMORANDUM NO. 1054

Administration of the International Grains Arrangement

1. Agencies Affected. Prospective functions of the Department under the International Grains Arrangement (IGA), expected to become effective July 1, 1968, and the need for preparatory work prior to that date, call for definition of responsibilities of the agencies directly affected. These are the Agricultural Stabilization and Conservation Service and the Foreign Agricultural Service. This memorandum provides the delegations and authorizations for carrying out Departmental functions through the two agencies.

2. Foreign Agricultural Service. The Foreign Agricultural Service will have over-all responsibility for international negotiations and contacts in connection with amendment or interpretation of the Agreement. The Agency will also be responsible for the administration of the Food Aid Convention of the IGA. Required reports to the International Wheat Council and its subsidiary bodies will be transmitted by the Foreign Agricultural Service.

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Administration of the International Wheat Agreement, previously delegated to the Agricultural Stabilization and Conservation Service in 1966, is superseded by the current delegations.

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there may be circumstances where the setting of the daily export subsidy rate or certificate cost may raise questions about U.S. compliance with the terms of the agreement, the Agricultural Stabilization and Conservation Service will consult with and advise the Foreign Agricultural Service whenever in its judgment the subsidy or certificate costs may be causing U.S. export prices to approach either minimum or maximum price levels. Because of the importance of this operation, the two agencies are authorized and encouraged to obtain the cooperation and technical assistance of other USDA agencies, such as the Economic Research Service, as may be useful in the discharge of their functions under the ICA.

John A. Schnittker

John A. Schnittker
Acting Secretary

The purpose of this policy is to:

- (a) To avoid adding to the high density population centers;
- (b) To assure that our programs are conducted in a way to make the maximum contribution to development of low density population areas.

2. ESTABLISHMENT OF REVIEW BOARD. To assure systematic consideration of these objectives in decisions affecting location or relocation of USDA Field offices and facilities, there is hereby established a Field Location Review Board consisting of:

John A. Baker, Assistant Secretary for Rural Development and Conservation, Chairman

Joseph E. Robertson, Assistant Secretary for Administration

Walter W. Wilson, Director, Agricultural Economics

George L. Nelson, Acting Director, Science and Education

Rodney E. Leonard, Deputy Assistant Secretary for Marketing and Consumer Services

James E. Thornton, Special Assistant to the Secretary

Elmer Mostow, Director, Office of Plans and Operations, Executive Secretary

Agency heads are responsible for obtaining the review and approval of the Board for all such locational decisions prior to making commitments or initiating moves. Proposals submitted to the Board for review shall include indications of alternative locations considered, the criteria and methods used for selecting the preferred location, an evaluation of the

COMMITTEE ON Field Location Review

there may be circumstances where the setting of the daily export subsidy rate or certificate cost may raise questions about U.S. compliance with the terms of the agreement, the Agricultural Stabilization and Conservation Service will consult with and advise the Foreign Agricultural Service whenever in its judgment the subsidy or certificate costs may be causing U.S. export prices to approach either minimum or maximum price levels. Because of the importance of this operation, the two agencies are authorized and encouraged to obtain the cooperation and technical assistance of other USDA agencies, such as the Economic Research Service, as may be useful in the discharge of their functions under the TGA.

John A. Schnitzler

John A. Schnitzler
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 7 1967

SECRETARY'S MEMORANDUM NO. 1625

Field Location Review Board

1. POLICY. It is the policy of this Department to locate facilities, offices, and laboratories in areas of lower density population, in preference to higher density population areas, and in areas of persistent or substantial labor surplus, wherever this can be done without sacrificing essential program objectives and with due consideration being given to the efficient and economical administration of the Department's programs (see 4 AR 23).

The purpose of this policy is twofold:

- (a) To avoid adding further to congestion in high density population centers;
- (b) To assure that our programs are conducted in a way to make the maximum contribution to development of low density population areas.

2. ESTABLISHMENT OF REVIEW BOARD. To assure systematic consideration of these objectives in decisions affecting location or relocation of USDA field offices and facilities, there is hereby established a Field Location Review Board consisting of:

John A. Baker, Assistant Secretary for Rural Development
and Conservation, Chairman

Joseph M. Robertson, Assistant Secretary for Administration

Walter W. Wilcox, Director, Agricultural Economics

George L. Mehren, Acting Director, Science and Education

Rodney E. Leonard, Deputy Assistant Secretary for Marketing
and Consumer Services

James E. Thornton, Special Assistant to the Secretary

Elmer Mostow, Director, Office of Plant and Operations,
Executive Secretary

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COMMITTEES (Bd, Field Location Review)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

November 7 1967

SECRETARY'S MEMORANDUM NO. 11-2-67

Field Location Review Board

I. POLICY. It is the policy of this Department to locate facilities, offices, and laboratories in areas of lower density population, to preference to higher density population areas, and in areas of persistent or substantial labor surplus, wherever this can be done without sacrificing essential program objectives and with due consideration being given to the efficient and economical administration of the Department's programs (see 4 AR 23).

The purpose of this policy is twofold:

- (a) To avoid adding further to congestion in high density population centers;
- (b) To assure that our programs are conducted in a way to make the maximum contribution to development of low density population areas.

2. ESTABLISHMENT OF REVIEW BOARD. To assure systematic consideration of these objectives in decisions affecting location or relocation of USDA field offices and facilities, there is hereby established a Field Location Review Board consisting of:

John A. Baker, Assistant Secretary for Rural Development and Conservation, Chairman
Joseph M. Robertson, Assistant Secretary for Administration
Walter W. Wilson, Director, Agricultural Economics
George L. Mehren, Acting Director, Science and Education
Ruthven A. Leonard, Deputy Assistant Secretary for Marketing and Consumer Services
James E. Thornton, Special Assistant to the Secretary
Elmer Muesow, Director, Office of Plant and Operations, Executive Secretary

Agency heads are responsible for obtaining the review and approval of the Board for all such locational decisions prior to making commitments or initiating moves. Proposals submitted to the Board for review shall include indications of alternative locations considered, the criteria and methods used for selecting the preferred location, an evaluation of the

impact on the community selected and the alternative communities rejected, and any other information the Chairman feels would be helpful in reviewing proposals.

3. STAFF ASSISTANCE. The Director of the Office of Plant and Operations will issue appropriate instructions for agency guidance in preparing materials for Board use, including identification of criteria for evaluating alternative locations. The Director of the Planning, Evaluation and Programming Staff will arrange for appropriate analyses of the overall program considerations related to location of field offices and facilities.

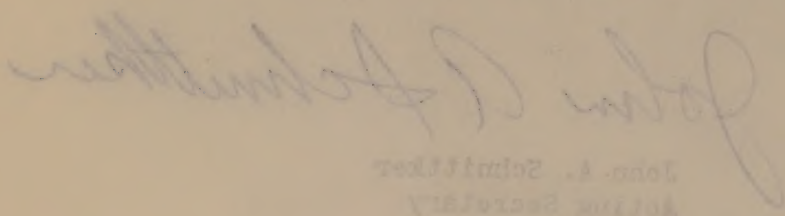
John A. Schnittker
John A. Schnittker
Acting Secretary

ISSUED BY:

OFFICE OF PLANT AND OPERATIONS
U. S. DEPARTMENT OF AGRICULTURE

Impact on the community affected and the alternative communities
rejected, and any other information the Chairman feels would be helpful
in reviewing proposals.

3. STAFF ASSISTANCE. The Director of the Office of Plant and Operations
will issue appropriate instructions for agency guidance in preparing
materials for Board use, including identification of criteria for evaluating
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considerations related to location of field offices and facilities.


John A. Schmitt
Acting Secretary

INDEX

CURRENT

SECRETARY'S MEMORANDA

MAY 1, 1967

ISSUED BY:

OFFICE OF PLANT AND OPERATIONS
U. S. DEPARTMENT OF AGRICULTURE

INDEX

CURRENT

SECRETARY'S MEMORANDA

This index is issued to assist persons who need to refer to numbered Secretary's Memoranda. For convenience, certain unnumbered Secretary's Memoranda containing policy material have also been listed. Single copies of the cited memoranda are generally available from the Secretary's Records and Communications Division, Office of Plant and Operations. Additional copies of this index are also available.

ISSUED BY:

OFFICE OF PLANT AND OPERATIONS
U. S. DEPARTMENT OF AGRICULTURE

<u>SUBJECT</u>	<u>NO.</u>
Accident prevention	1571
Acting Secretary, order of serving by assistant secretaries	1450, Rev.
Administration, Packers and Stockyards, proposed establishment of	1613
ADMINISTRATIVE -	
committees, state	1492, S. 2
procedures and practices	Unnum 5-4-62
relationships in Secretary's Office	Unnum 4-22-64
	Unnum 7-8-65
AGRICULTURAL -	
Research, Committee on American-German Cooperation	1413
	1413, S. 1
	1413, S. 2
research functions	Unnum 4-14-64
Research Planning Committee	1561
Science, Committee on	1498
	1498, S. 1
Trade Development and Assistance Act of 1954	1361, Rev.
	1361, S. 1, Rev.
AGRICULTURAL RESEARCH SERVICE -	
reassignment of functions	1591
Agriculture Committee on Alaska	1563
Air-Accommodations, use of	Unnum 11-2-62
Air pollution, prevention, control and abatement	1600
Alaska, Committee on Agriculture	1563
Appalachian Regional Development Act, assignment of responsibilities	1576
	1605
Appropriations and funds reports, designation of certifying officials	1367, Rev.
Area Operations Committee	1609
ASSISTANT SECRETARY -	
for Administration, approval of funds, fertilizer statistical activities	1591
serve as acting secretary	1450, Rev.
Assistant to the Secretary for Civil Rights	1560, S. 4
	1595, Rev.

BOARD(S) -	
Commodity Credit Corporation, Advisory	1407, Rev.
Cooperative Forest Research Advisory	1542
Defense, attendance at meetings	Unnum 10-17-66
Federal Executive	Unnum 4-26-65
	Unnum 5-27-65
Federal Executive and Associations	Unnum 9-30-65
Forest Appeals	1597

<u>SUBJECT</u>	<u>NO.</u>
BOARD(S) - (continued)	
Graduate School General Administration	1454, Rev.
National Defense, USDA	1490, Rev.
on Wildlife, Advisory	1594
on Wildlife--Cropland Adjustment Program, Advisory	
Membership for	Unnum 9-24-65
Board of Directors, Commodity Credit Corporation	1453, Rev.
Board of Directors, Federal Crop Insurance	
Corporation	1405, Rev.
Briefing the Secretary on visitors	Unnum 10-11-66
BUDGET -	
Committee	1456, Rev.
expenditures, 1966	Unnum 3-21-66
and Program Review Committee	1578, Rev.
Budgetary matters, testimony before Congress	Unnum 8-31-66
Budgeting system	1589

- C -

Cafeteria Operations Committee	1438, Rev.
Cattle Industry Advisory Committee, National	1555
Central service facilities in headquarters and	
field offices, establishment of	1492, S. 4
Centralized mail distribution system	1592
Charges, user	Unnum 6-13-66
CIVIL RIGHTS -	
	Unnum 5-3-61
	Unnum 10-4-61
	Unnum 10-11-61
	Unnum 7-1-63
	Unnum 6-15-64
	Unnum 6-23-64
	Unnum 6-25-64
	Unnum 7-7-64
	Unnum 8-24-64
	Unnum 3-10-65
	Unnum 4-21-65
	Unnum 4-29-65
	Unnum 5-18-65
	1560
	1560, S. 1
	1560, S. 3
	1572
	1574
	1575
	1595, Rev.
	1560, S. 4
Assistant to the Secretary, for	
fund raising program, nondiscrimination standards	
for	Unnum 2-10-65

<u>SUBJECT</u>	<u>NO.</u>
Commission on Intergovernmental Relations	1551
COMMITTEE(S) -	
Administrative, State	1492, S. 2
advisory, procedure for appointment of members	Unnum 6-15-64
	Unnum 2-2-66
Agricultural Research Planning	1561
Agricultural Science	1498
	1498, S. 1
Agricultural Surplus Disposal	1361, S. 1, Rev.
Alaskan Agriculture	1563
on American-German Cooperation in Agricultural Research	1413
	1413, S. 1
	1413, S. 2
Appalachian Development, USDA, establishment of	1579
Area Operations, realignment of	1609
Cafeteria Operations	1438, Rev.
Cattle Industry Advisory, National	1555
on Civil Rights, Citizens Advisory	Unnum 6-2-65
	1575
	1614
Commodity Estimates, Interagency	
Cooperative arrangements with State Departments of Agriculture, Joint	1585
Cooperative Forest Research Advisory	1553
Cotton, Advisory	1481
Criteria for Poultry Inspection	1532
on deferment of department employees	1590, Rev.
on Food Processing in Developing Countries	1478
	1478, S. 4
on Grains-Wheat, Feed Grains and Soybeans, advisory	1602
Great Plains, USDA Liaison	1455, Rev.
	1455, Rev., S. 1
Hog Cholera Eradication, Advisory	1493
Industry Advisory, Defense Planning	1432
interagency, report on	Unnum 3-25-65
International Agricultural Development	1536
	1536, S. 1, Rev.
joint, to study the Cooperative Extension Service	1601
	1601, S. 1
Land and Water Policy, USDA	1464, Rev.
	1464, Rev., S. 1
on Long-Range Information Program	1608
Milk and Dairy Products, Stabilization Advisory	1480
Nutrition, Department	1299, Rev.
Packers and Stockyards Livestock	1531
	1531, S. 1
Peanuts, Stabilization Advisory	1487
Plant Nomenclature	1373, Rev.
Program and Budget Review	1578, Rev.
report on interagency and public advisory	Unnum 3-25-66
Research and Marketing Act	1544
Rice Industry Advisory, National	1556

<u>SUBJECT</u>	<u>NO.</u>
COMMITTEE(S) - (continued)	
Rural Areas Development, Advisory	1473
Rural Sanitary Engineering	1287, Rev.
Soil and Water Conservation, Public Advisory	1549
testimony before congressional	Unnum 5-25-62
Tobacco Industry Advisory, National	1519
Training for Government Service, Joint Department	
and Land-Grant Universities	1412, Rev..
Weed, Departmental	1512, Rev.
Commodity Estimates Committees, Interagency	1614
COMMODITY CREDIT CORPORATION -	
advisory board	1407, Rev.
Board of Directors	1453, Rev.
Common services	1492
	1492, S. 1
COMMUNICATION(S) -	
improving USDA	Unnum 5-13-66
and relocation test for USDA State Defense Boards	Unnum 10-25-65
and service to public, improving, USDA	1588
	1588, S. 1
	1588, S. 2
Complaints, nondiscrimination, procedure for handling	1595, Rev.
Computer	1599
Conservation, resource	1515
Consolidated housing	1492
	1492, S. 1
Copper and copper substitutes, use of	Unnum 4-27-66
COOPERATIVE -	
Extension Service, joint committee to study	1601
	1601, S. 1
Forest Research Advisory Board	1542
Forest Research Advisory Committee	1553
Cooperatives, policy statement	1540
Coordination of outdoor recreation programs	1558
CORRESPONDENCE -	
delays in Secretarial	Unnum 4-25-63
handling of	Unnum 1-9-62
handling of Department	Unnum 3-14-66
handling of Presidential	Unnum 3-17-65
referral of Secretarial	Unnum 5-29-62
COST REDUCTION -	
	Unnum 1-5-65
	Unnum 3-24-65
	Unnum 5-7-65
	Unnum 7-19-65
	Unnum 8-4-65
	Unnum 6-17-66
achievement, special merit awards for	Unnum 1-21-66
awards for cost reduction achievement	Unnum 1-21-66
notes	Unnum 5-13-66
officer, responsibilities	Unnum 8-12-66

SUBJECTNO.

COST REDUCTION - (continued)
in procurement, construction & services
report to President
reports
Cotton Advisory Committee
Council of State Governments
County type office space
Credit, institutions in rural areas development
Cropland conversion programs

Unnum 9-29-66
Unnum 5-26-65
Unnum 9-22-66
1481
1551
1492, S. 3
1485, Rev.
1518

-D-

Dairy Products and Milk, Stabilization Advisory
Committee
Data processing management program
Decentralization of activities from national
capital region
Defense Board meetings, attendance, state and county
Defense program, military ready and reservists,
policy on
Defense program, rural
Defense test exercises in USDA
Deferment of department employees, policy on
Delegations, interim, Office of the Secretary
Department Cost Reduction Officer, Assistant
Departmental Records Management Officer
Departmental Weed Committee
Detail of employees, nonreimbursable basis
Duty Officers on Saturday

1480
1599
1543
Unnum 10-17-66
1580
1527, Rev.
Unnum 9-30-65
1590, Rev.
1586
Unnum 8-12-66
Unnum 8-12-66
1512, Rev.
Unnum 4-7-66
Unnum 6-8-62

-E-

Economic data and analyses, public release
ECONOMY & EFFICIENCY -

1476

Unnum 12-16-63
Unnum 1-30-64
Unnum 1-13-64
Unnum 5-19-64
Unnum 6-29-64
Unnum 11-17-64
Unnum 1-5-65
Unnum 2-8-66
Electrical facilities, standby
EMERGENCY -
power facilities
program coordinators, regional
relocation of USDA personnel
EMPLOYEE(S) -
management relations
minority group status

Unnum 2-8-66
Unnum 9-28-64
1562, Rev.
Unnum 10-11-61
Unnum 4-21-66

NO.

Unnum 4-7-66

Unnum 11-30-64

Unnum 8-14-62

Unnum 11-26-62

Unnum 6-7-65

Unnum 2-4-63

1569

Unnum 9-29-66

Unnum 1-3-64

Unnum 8-6-64

Unnum 10-13-64

Unnum 3-2-65

Unnum 7-2-64

Unnum 6-1-64

Unnum 9-21-65

Unnum 5-28-65

Unnum 7-17-64

1583

Unnum 4-23-65

Unnum 11-24-65

Unnum 9-24-65

Unnum 9-21-65

Unnum 8-6-64

Unnum 10-13-64

Unnum 3-2-65

1583

-F-

1527, Rev.

1505

1504

1870

1528, Rev.

Unnum 4-26-65

Unnum 9-30-65

Unnum 9-26-63

1405. Rev.

Unnum 3-27-64

1591

Unnum 4-12-65

Unnum 6-14-66

1606

1607

SUBJECTNO.

Food and agriculture organization, department
relationships
Food Processing in Developing Countries,
Committee

1365, Rev.

Foreign currencies, use of excess and near-excess
Forest appeals board
Forest Research Advisory Board, Cooperative
Forestry Research Advisory Committee, Cooperative
Funds compliance with legislative intent
Funds, transfer of, clearance with B&F

1478
1478, S. 4
Unnum 6-15-66
1597
1542
1553
Unnum 12-23-66
Unnum 12-23-66

-G-

General Administration Board, Graduate School
Graduate School, General Administration Board
Grain advisory committee on
Great Plains Agricultural Council
Great Plains Committee, USDA Liaison

1454, Rev.
1454, Rev.
1602
1455, Rev.
1455, Rev. S. 1
1455, Rev.
1455, Rev. S. 1

-H-

Hog Cholera Eradication, Advisory Committee

1493

-I-

Industry Advisory Committees, Defense Planning
INFORMATION -
availability to the public

1432

Director of
Long-Range Committee, on
Interagency Commodity Estimates Committees
Intergovernmental Relations Liaison
Interim Delegations--Office of the Secretary
International Agricultural Development Committee
Inventory, soil and water conservation needs
Investigative activities

Unnum 7-26-66
Unnum 3-9-67
1539
1608
1614
1551
1586
1536
1536, S. 1 Rev.
1396
1524

-J-

Joint Committee on Cooperative Arrangements
Joint Committee to Study the Cooperative Extension
Service

1585
1601
1601, S. 1

SUBJECTNO.-L-

Labor surplus, defense manpower policy	1354
Land use adjustment programs	1518
Land and Water Policy Committee, USDA	1464, Rev.
	1464, Rev. S. 1, Rev
Library, Presidential program	1612
Livestock Committee, Packers and Stockyards	1531
	1531, S. 1

-M-

MAIL -

centralized distribution system, responsibility for operations, study of	1592
	Unnum 12-21-64
	Unnum 1-7-65
operations, USDA Task Force	Unnum 1-7-65
referral of Presidential	Unnum 12-9-66
MANAGEMENT IMPROVEMENT -	
	Unnum 10-2-63
	Unnum 12-16-63
	Unnum 12-31-63
	Unnum 1-20-64
	Unnum 2-19-64
	Unnum 6-29-64
	Unnum 11-18-64
	Unnum 4-12-65
	Unnum 6-14-66
financial	
MANAGEMENT IMPROVEMENT, OFFICE OF -	
established	1599
MANAGEMENT SERVICES, OFFICE OF -	
established	1529
Managers, USDA	1521
MANPOWER CONTROL & UTILIZATION -	

	Unnum 1-21-63
	Unnum 10-2-63
	Unnum 1-13-64
	Unnum 1-20-64
	Unnum 2-19-64
labor surplus	1354
Meetings, Defense Board, attendance	Unnum 10-17-66
Memorandum of understanding, soil and water conservation districts	1488
Milk and Dairy Products, Stabilization Advisory Committee	1480
Minority group statistics system	Unnum 4-21-66
Mission Safety-70 - injury and cost reduction goals	Unnum 4-26-65

-N-

SUBJECT

NO.

NATIONAL -

Cattle Industry Advisory Committee	1555
Defense Board, USDA	1490, Rev.
Defense, Industry Advisory Committees	1432
Rice Industry Advisory Committee	1556
Tobacco Industry Advisory Committee	1519
Natural beauty of the countryside, policy statement on	1573
Nutrition Committee, Department	1299, Rev.

-O-

Office housing, discriminatory practices in	1560, S. 1
	1560, S. 3
Operations Improvement, innovations in	Unnum 7-19-65
Operations Improvement, inventory, 1964-1965	Unnum 3-24-65
Outdoor recreation programs, coordination of	1558

-P-

Packers and Stockyards Administration, proposed establishment of	1613
Packers and Stockyards Livestock Committee	1531
	1531, S. 1
Paperwork management, transfer of functions	Unnum 8-12-66
Peanuts, Stabilization Advisory Committee	1487
Perishable Agricultural Commodities Act Industry Conference Group	1526
PESTICIDE(S) -	
policy on	1565
publications on safe use of	Unnum 11-18-64
reporting on problems of	Unnum 7-15-64
PLANNING - PROGRAMMING - BUDGETING -	
materials, confidential nature of	Unnum 3-4-66
system	Unnum 11-12-65
	1589
Plant Nomenclature Committee	1373, Rev.
PLANT AND OPERATIONS, OFFICE OF -	
mail distribution system, responsibility	1592
Paperwork Management Division, transfer of functions	Unnum 8-12-66
Population group census	Unnum 9-21-64
Postal ZIP codes	Unnum 8-16-66
Poultry Inspection, Committee on Criteria	1532
Presidential library program	1612
Procedures and practices, administrative	Unnum 5-4-61
Procurement, cost reduction in	Unnum 9-29-66

<u>SUBJECT</u>	<u>NO.</u>
PROGRAM(S) -	
department, equal opportunity policy	Unnum 5-18-65
managing flood losses	1607
review and evaluation, civil rights	1574
Property management, cost reduction in	Unnum 9-29-66
PUBLIC -	
advisory committee on grains-wheat, feed grains and soybeans	1602
Law 89-487	Unnum 7-26-66
	Unnum 3-9-67
-R-	
Records Management Officer	Unnum 8-12-66
Recreation enterprises, rural lands	1516
Recreation programs, outdoor, coordination of	1558
Regional emergency program coordinators	Unnum 9-28-64
Relocation and communications test for USDA State Defense Boards	Unnum 10-25-65
Relocation of USDA personnel in an emergency	1562, Rev.
Reports, quarterly on employment of women	1583
Reports, review of	Unnum 4-29-66
RESEARCH -	
activities on water resources	1568
coordination of	Unnum 4-14-64
and education, training of employees	Unnum 11-30-64
and Marketing Act Advisory Committees	1544
	1544, S. 1, Rev.
	1544, S. 2
Planning Committee, Agricultural	1561
Reservists, military ready and standby, policy on	1580
Resource conservation and development projects	1515
Restrictions on filling vacancies	Unnum 6-2-66
	Unnum 6-17-66
Rice Industry Advisory Committee, National	1556
Rule-making proceedings	Unnum 6-5-64
	Unnum 7-8-64
RURAL -	
civil defense	1527, Rev.
renewal program	1517
Sanitary Engineering, Committee	1287, Rev.
RURAL AREAS DEVELOPMENT -	
advisory committee	1473
Board, responsibility	1610
credit institutions	1485, Rev.
family farm policy	1505
program	1610
recreation enterprises	1516
rural renewal	1517

-S-

SUBJECT

NO.

SAFETY -

award for 1964

Unnum 3-3-65

Unnum 6-11-65

Council, USDA

1611

policy for the Federal service

Unnum 4-26-65.

1571

Sanitary Engineering, Rural Committee

1287, Rev.

Science and Education, Director of

Unnum 4-14-64

Science and Technology, Federal Council

1528, Rev.

Secretary, briefing on visitors

Unnum 10-11-66

Secretary's Office, administrative relationships

Unnum 4-22-64

Security, relocation site

1331, S. 5

1562, Rev.

SOIL -

and water conservation districts

1488

and water conservation needs, national inventory

1396

and Water Conservation, Public Advisory Committee

1549

Speeches, economic data use in

1476

STATE(S) -

administrative committees

1492, S. 2

defense boards, USDA

1472

1472, S. 1

government relations

1551

STATISTICAL REPORTING SERVICE -

reassignment of fertilizer statistical activity

1591

Surplus disposal law

1361, Rev.

1361, S. 1, Rev.

-T-

Technical, Action Panels, responsibility

1610

Telephone service, use of long distance

Unnum 7-1-66

Telephone service, reducing costs of

Unnum 5-19-66

Testimony before Congress on budgetary matters

Unnum 8-31-66

Tobacco Industry Advisory Committee, National

1519

Trade development and assistance

1361, Rev.

1361, S. 1, Rev.

TRAINING -

Center, Department's

1582

employees in field of research

Unnum 11-30-64

for Government Service, Joint Committee, Department

1412, Rev.

and Land-Grant Universities

1521

USDA managers

-U-

UNDER SECRETARY -

Special Assistant to the, designation of

1589

SUBJECTNO.

Unlawful acts, reporting procedure
USDA Mail Operations Task Force
User charges for government services

Unnum 8-21-63
Unnum 1-7-65
Unnum 3-8-65

-V-

VOTING -

executive policy
leave with pay
registration information
Rights Act, assisting U.S. Civil Service
Commission

Unnum 2-18-64
Unnum 2-8-62
Unnum 2-18-64
Unnum 8-3-65

-W-

Water pollution, prevention control and abatement of

Unnum 6-14-66
1598

Water resources research, coordination of

1598, S. 1

Weed Committee, Departmental

1568

Wildlife Advisory Board

1512, Rev.

Work measurement

1594

Unnum 12-31-63

Unnum 12-21-64

Writing improvement

Unnum 7-17-64

Unnum 3-18-65

-Y-

Youth opportunity

Unnum 5-9-66

1. Name of the person or organization
2. Address of the person or organization
3. Date of the report

Page 1 of 1
Date 1-1-1918
Page 1 of 1

4. Name of the person or organization
5. Address of the person or organization
6. Date of the report
7. Name of the person or organization
8. Address of the person or organization
9. Date of the report

Page 1 of 1
Date 1-1-1918
Page 1 of 1
Date 1-1-1918
Page 1 of 1
Date 1-1-1918

10. Name of the person or organization
11. Address of the person or organization
12. Date of the report

Page 1 of 1
Date 1-1-1918
Page 1 of 1
Date 1-1-1918
Page 1 of 1
Date 1-1-1918

13. Name of the person or organization
14. Address of the person or organization
15. Date of the report
16. Name of the person or organization
17. Address of the person or organization
18. Date of the report

Page 1 of 1
Date 1-1-1918
Page 1 of 1
Date 1-1-1918
Page 1 of 1
Date 1-1-1918

19. Name of the person or organization
20. Address of the person or organization
21. Date of the report

22. Name of the person or organization
23. Address of the person or organization
24. Date of the report

Page 1 of 1
Date 1-1-1918
Page 1 of 1
Date 1-1-1918

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 6, 1976

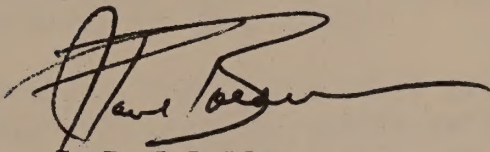
SECRETARY'S MEMORANDUM NO. 1609

R E S C I S S I O N N O T I C E

Realignment of Area Operations Committees

The Area Operations Committees were realigned on January 11, 1967.
These committees are no longer needed.

Secretary's Memorandum No. 1609, dated January 11, 1967, is hereby
rescinded.

A handwritten signature in dark ink, appearing to read "J. Paul Bolduc", with a long horizontal flourish extending to the right.

J. Paul Bolduc
Assistant Secretary
For Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 6, 1956

SECRETARY'S MEMORANDUM NO. 1692

RECEIVED FOR NOTICE

Reorganization of Area Operations Committees

The Area Operations Committees were reorganized on January 11, 1956. These committees are no longer needed.

Secretary's Memorandum No. 1692, dated January 11, 1956, is hereby rescinded.


A. J. Felt
Assistant Secretary
for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

February 27 1967

SECRETARY'S MEMORANDUM NO. 1619

Rural Areas Development Program

1. THE PROBLEM

The continuing concentration of more people in urban areas and a depopulation of rural areas are happening without a national plan for orderly population distribution.

There is beginning to be a national awareness of the relationship between urban and rural problems and a growing commitment to find an effective solution recognizing that one of our greatest assets, in an increasingly crowded world, is space.

Rural America continues to have many underdeveloped natural, human, economic, and social resources.

Full development of these resources will provide new strength for rural communities and the nation.

The Federal, State, and local governments offer many programs and services to help rural people achieve parity of opportunity. However, many of these programs and services are not known or fully used in rural areas. Neither has sufficient coordinated effort been exerted to get many of these services into areas of greatest need, especially rural communities.

2. THE JOB

In recognition of this, the President has directed the Secretary of Agriculture to (a) provide an "outreach" function by utilizing all the facilities of the Department of Agriculture field offices in the task of assisting other Federal agencies in making their programs effective in rural areas and (b) take the initiative in identifying problems of the rural communities which require the coordinated effort of various departments and agencies for their effective solution.

To implement this "outreach" responsibility, USDA agencies will (a) assist other Federal, State, and local agencies in making their programs and services effective in local areas and (b) help rural people and rural communities in learning about and using, where appropriate, all the programs and services provided by Federal, State, and local agencies outside the Department of Agriculture.

RURAL DEVELOPMENT

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

February 27 1967

SECRETARY'S MEMORANDUM NO. 148
Rural Areas Development Program

1. THE PROBLEM

The continuing concentration of more people in urban areas and a depopulation of rural areas are happening without a national plan for orderly population distribution.

There is beginning to be a national awareness of the relationship between urban and rural problems and a growing commitment to find an effective solution recognizing that one of our greatest assets, in an increasingly crowded world, is space.

Rural America continues to have many undeveloped natural, human, economic, and social resources.

Full development of these resources will provide new strength for rural communities and the nation.

The Federal, State, and local governments offer many programs and services to help rural people achieve parity of opportunity. However, many of these programs and services are not known or fully used in rural areas. Neither has sufficient coordinated effort been exerted to get many of these services into areas of greatest need, especially rural communities.

2. THE JOB

In recognition of this, the President has directed the Secretary of Agriculture to (a) provide an "outreach" function by utilizing all the facilities of the Department of Agriculture field offices in the task of assisting other Federal agencies in making their programs effective in rural areas and (b) take the initiative in identifying problems of the rural communities which require the coordinated effort of various departments and agencies for their effective solution.

To implement this "outreach" responsibility, USDA agencies will (a) assist other Federal, State, and local agencies in making their programs and services effective in local areas and (b) help rural people and rural communities in learning about and using, where appropriate, all the programs and services provided by Federal, State, and local agencies outside the Department of Agriculture.

3. THE ASSIGNMENT OF RESPONSIBILITIES

The Farmers Home Administration has been assigned leadership responsibility for implementation of the "outreach" function in the field. This responsibility will be discharged through the State, Area, and County Technical Action Panels. Technical Action Panels shall consist of the ranking officials of the USDA agencies serving the respective territories and appropriate representatives of other Federal, State, and local agencies. The Farmers Home Administration representative will serve as chairman, except where there is no local Farmers Home Administration office. In such cases, the Soil Conservation Service representative will serve as chairman. Where neither the Farmers Home Administration nor Soil Conservation Service has a local office, the Agricultural Stabilization and Conservation Service representative will serve as chairman of the Technical Action Panel.

The Technical Action Panels will:

- (a) cooperate with and assist other Federal, State, and local agencies in making their programs effective in rural areas and will assist rural residents and communities in learning about and utilizing applicable programs;
- (b) identify problems in rural areas where existing programs are not meeting local needs and especially the needs of low income rural people and communities. The State Technical Action Panels will report these deficiencies to the Rural Areas Development Board; and *local and regional planning agencies,*
- (c) work with rural areas development committees, resource development groups and other interested groups, in extending the "outreach" function of the Department and in assuring that the programs of the USDA agencies are reaching the people and communities where the services are needed.

The effective operation of State, Area, and County Technical Action Panels is the responsibility of all USDA agencies and all USDA agencies shall budget time and provide staff to help develop and carry out this "outreach" function. The Farmers Home Administration shall provide an Executive Secretary to serve each State Technical Action Panel.

The Federal Extension Service has continuing responsibility for providing educational and organizational leadership to groups concerned with the further development of the resources in rural areas. The State Cooperative Extension Services at the State, Area and County levels will be invited to be a member or participant on the Technical Action Panels.

3. THE ASSIGNMENT OF RESPONSIBILITIES

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- (c) work with rural areas development committees, resource development groups and other interested groups, in extending the "outreach" function of the Department and in assuring that the programs of the USDA agencies are reaching the people and communities where the services are needed.

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The Federal Extension Service has continuing responsibility for providing educational and organizational leadership to groups concerned with the further development of the resources in rural areas. The State Cooperative Extension Services at the State, Area and County levels will be invited to be a member or participant on the Technical Action Panels.

The Rural Community Development Service, under the direction of the Assistant Secretary for Rural Development and Conservation, will

- (a) continue to maintain a working liaison with non-USDA agencies to determine what programs and services would be useful to rural people and communities;
- (b) negotiate working agreements in close collaboration with Farmers Home Administration and other USDA agencies and develop policies and procedures with non-USDA agencies to enable rural people to effectively participate in their programs;
- (c) provide information on non-USDA programs for the use of Technical Action Panels and develop programs in cooperation with the USDA agency chosen to provide rural "outreach" for each non-USDA program. Such information and programs shall be provided to all State, Area and County Technical Action Panels through the Farmers Home Administration;
- (d) provide the secretariat for the Rural Areas Development Board and other appropriate groups.

4. THE RURAL AREAS DEVELOPMENT BOARD

Within the Department, this Board shall advise the Chairman of the Board on (a) policies and operations affecting rural development and (b) the planning and execution of a fully coordinated Departmental program. Each Administrator of the following agencies shall be represented by a designee of his agency to speak for the agency on all matters coming before the Board:

Agricultural Research Service	Forest Service
Agricultural Stabilization and Conservation Service	International Agricultural Development Service
Cooperative State Research Service	Office of Budget and Finance
Consumer and Marketing Service	Office of the General Counsel
Farmer Cooperative Service	Office of Information
Farmers Home Administration	Rural Community Development Service
Federal Crop Insurance Corporation	Rural Electrification Administration
Federal Extension Service	Soil Conservation Service
Economic Research Service	Statistical Reporting Service

The Assistant Secretary for Rural Development and Conservation will serve as Chairman of the Board; the Administrator of the Rural Community Development Service will serve as Vice Chairman; and a staff member of the Rural Community Development Service will serve as Executive Secretary.

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(c) provide information on non-USDA programs for the use of Technical Action Panels and develop programs in cooperation with the USDA agency chosen to provide rural "outreach" for each non-USDA program. Such information and programs shall be provided to all State, Area and County Technical Action Panels through the Farmers Home Administration;

(d) provide the secretariat for the Rural Areas Development Board and other appropriate groups.

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International Agricultural Development Service	Agricultural Stabilization and Conservation Service
Office of Budget and Finance	Cooperative State Research Service
Office of the General Counsel	Consumer and Marketing Service
Office of Information	Farmer Cooperative Service
Rural Community Development Service	Farmers Home Administration
Rural Electrification Administration	Federal Crop Insurance Corporation
Soil Conservation Service	Federal Extension Service
Statistical Reporting Service	Economic Research Service

The Assistant Secretary for Rural Development and Conservation will serve as Chairman of the Board; the Administrator of the Rural Community Development Service will serve as Vice Chairman; and a staff member of the Rural Community Development Service will serve as Executive Secretary.

5. SUPERSEDED MEMORANDA

This memorandum supersedes Secretary's Memorandum No. 1596, dated March 1, 1966, ~~Secretary's Memorandum No. 1570, dated February 24, 1965, and Secretary's Memorandum No. 1448 Revised, dated September 17, 1963.~~

Quill & Fenner

EXHIBIT NO. 1611

OSHA Safety Council

Achievement of the Million Safety-70 goal set by the President is of utmost importance. This means we must reduce the 1963 level of employee injuries in the Department at least 30 percent by 1970.

To meet and surpass the Department's attack on employee injuries I am forming a new OSHA Safety Council. Designated members are:

E. A. Bushnell, Chairman	OP	Charles E. Minnelli	HEA
Harold E. Tolson	FTS	V. Wilson Smith	PCIO
Forbes C. Sullivan	PAO	Ralph E. Patterson	FS
Richard W. Gorman	CHS	(Open Safety)	
Charles Brownson	AMS	Frederic J. Patterson	CS
George E. Sisk	ASCS	Charles F. Fitch	FS
Robert W. Johnson	FS	James W. McDevitt	DS
Valter E. Miller	DS	Executive Secretary	
Donald Marshall	FS		

The Department received both a first place plaque and a second place Honorable Mention certificate in connection with the President's Safety Award contest during the past two years. But, we cannot rest on our laurels. Injuries are still costing OSHA over 2 1/2 million dollars a year. This is too much. We must move forward with vigor in our attack on employee injuries in this Department.

No safety record is good enough that reflects any avoidable employee injuries.

Quill & Fenner

COMMITTEE (Safety Council) 1966

2. SUPERSEDED MEMORANDA

This memorandum supersedes Secretary's Memorandum No. 1596, dated March 1, 1966, Secretary's Memorandum No. 1579, dated February 24, 1965, and Secretary's Memorandum No. 1448 Revised, dated September 17, 1963.

A handwritten signature in blue ink, appearing to read "D. M. F. Tamm", is written across the middle of the page.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

MARCH 8 1967

SECRETARY'S MEMORANDUM NO. 1611

USDA Safety Council

Achievement of the Mission Safety-70 goal set by the President is of utmost importance. This means we must reduce the 1963 level of employee injuries in the Department at least 30 percent by 1970.

To spearhead and vigorously push the Department's attack on employee injuries I am forming a new USDA Safety Council. Designated members are:

E. R. Draheim, Chairman	OP	Ouida B. Mixsell	REA
Harold E. Briggs	FES	W. Nelson Monies	FCIC
Perley M. Burnham	P&O	Ralph E. Patterson	FES
Richard B. Gossom	C&MS	(Farm Safety)	
Charles Grundmann	ARS	Eugene J. Peterson	SCS
George B. Hickey	ASCS	Claude Prichard	FHA
Robert W. Johnson	FAS	James W. Entwistle,	OP
Walter R. Maher	OMS	Executive Secretary	
Ronald Metcalf	FS		

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No safety record is good enough that reflects any avoidable employee injuries.

Quill F. Furman

COMMITTEES (Safety Council USDA)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

March 8 1957

SECRETARY'S MEMORANDUM NO. 1611
USDA Safety Council

Achievement of the Mission Safety-70 goal set by the President is of utmost importance. This means we must reduce the 1953 level of employee injuries in the Department at least 30 percent by 1970. To speed up and vigorously push the Department's attack on employee injuries I am forming a new USDA Safety Council. Designated members are:

REA	Guida R. Miksell	OP	E. R. Dreibel, Chairman
TCIC	W. Nelson Jones	TES	Norfolk E. Briggs
TES	Ralph E. Peterson	TES	Perley M. Sumner
	(Team Safety)	CEME	Richard E. Gosson
SCS	Eugene L. Peterson	AS	Charles Grubbs
FHA	Charles F. Johnson	ASCS	George A. Hickey
OP	James W. Fawcett	TAJ	Robert W. Johnson
	Executive Secretary	ONE	Walter M. Maher
		TS	Ronald Metcalf

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No safety record is good enough that reflects any avoidable employee injuries.

[Handwritten Signature]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 14 1967

SECRETARY'S MEMORANDUM NO. 1612

Presidential Library Program

At the President's request the Administrator of the General Services Administration has established "a continuing program to collect copies of historical materials from Government agencies for the purpose of enriching the collections and enhancing the usefulness of all Presidential Libraries henceforward."

This program calls for the collection of materials on a systematic basis. In addition to the papers and records normally included, such items will include graphic displays and other exhibit materials, radio and television recordings, and any other materials which will help in presenting a full and effective story of the administration of a President.

I have designated Mr. Joseph M. Robertson, Assistant Secretary for Administration, as this Department's representative to serve as liaison with the National Archives and Records Service for this purpose. Under Mr. Robertson's general direction, the Office of Plant and Operations will coordinate this Department's work in fulfilling the requirements of the activity.

I know I can count on each agency to do its part in assuring this Department's full and complete participation in the program.

Quill F. Furman

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RECORDS



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 14, 1933

SECRETARY'S MEMORANDUM NO. 1512

Presidential Library Program

At the President's request the Administrator of the General Services Administration has established a continuing program to collect copies of historical materials from Government agencies for the purpose of enriching the collections and enhancing the usefulness of all Presidential libraries hereafter.

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I have designated Mr. Joseph M. Robertson, Assistant Secretary for Administration, as the Department's representative to serve as liaison with the National Archives and Records Service for this purpose. Under Mr. Robertson's general direction, the Office of Plans and Operations will coordinate the Department's work in fulfilling the requirements of this activity.

I know I can count on each agency to do its part in securing this Department's full and complete participation in the program.

Charles F. Johnson

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RECORDS

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 4 1967

SECRETARY'S MEMORANDUM NO. 1613

Proposed Establishment of the Packers and Stockyards
Administration and Transfer of Functions

1. FUNCTIONS SHIFTED BETWEEN AGENCIES. A continuing objective of the Department is to develop more effective organization. Because of the rapidly changing character of livestock and poultry production and marketing, the increasing importance of these commodities to the nation's agriculture and general economy, and the accelerating development of new marketing institutions, arrangements and trading practices, greater emphasis is required in administration of the Packers and Stockyards Act, 1921, as amended. The Department now proposes to transfer to a new Packers and Stockyards Administration the following functions and delegations of authority:

From the Consumer and Marketing Service - All of the functions administered by the Packers and Stockyards Division thereof including administration of the Packers and Stockyards Act, 1921, as amended (7 U.S.C. 181-229).

2. ESTABLISHMENT OF AGENCY. In connection with this transfer of functions, the Department proposes to establish a separate agency to be known as the Packers and Stockyards Administration reporting to the Secretary through the Assistant Secretary for Marketing and Consumer Services to administer the Packers and Stockyards Act, 1921, as amended.

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

4. MANAGEMENT SUPPORT ACTIVITIES. The Consumer and Marketing Service will continue to provide for the Packers and Stockyards Administration such accounting, budget, personnel, and other administrative services as are required by the new agency.

5. PUBLIC NOTICE. In accordance with Reorganization Plan No. 2 of 1953, which became effective June 4, 1953, under terms of the Reorganization Act of 1949, as amended (5 U.S.C. 133z), the Department is giving advance public notice of delegation of functions proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the organization adjustments to be made. In order to be considered, comments must be received by May 8, 1967.

Quill F. Furman

ORGANIZATION

(P+SA)

April 4 1957

SECRETARY'S MEMORANDUM NO. 1113

Proposed Establishment of the Packers and Stockyards
Administration and Transfer of Functions

1. FUNCTIONS SHIFTED BETWEEN AGENCIES. A continuing objective of the Department is to develop more effective organization. Because of the rapidly changing character of livestock and poultry production and marketing, the increasing importance of these commodities to the nation's agriculture and general economy, and the accelerating development of new marketing institutions, arrangements and trading practices, greater emphasis is required in administration of the Packers and Stockyards Act, 1921, as amended. The Department now proposes to transfer to a new Packers and Stockyards Administration the following functions and delegations of authority:

From the Consumer and Marketing Service - All of the functions administered by the Packers and Stockyards Division thereof including administration of the Packers and Stockyards Act, 1921, as amended (7 U.S.C. 181-229).

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3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

4. MANAGEMENT SUPPORT ACTIVITIES. The Consumer and Marketing Service will continue to provide for the Packers and Stockyards Administration such accounting, budget, personnel, and other administrative services as are required by the new agency.

5. PUBLIC NOTICE. In accordance with Reorganization Plan No. 2 of 1953, which became effective June 4, 1953, under terms of the Reorganization Act of 1949, as amended (5 U.S.C. 1332), the Department is giving advance public notice of delegation of functions proposed to be made and will afford interested persons and groups opportunity to place before the Department their views with respect to the organizational adjustments to be made. In order to be considered, comments must be received by May 8, 1957.



ORGANIZATION / (1113)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 8 1967

SECRETARY'S MEMORANDUM NO. 1613, SUPPLEMENT 1

Establishment of the Packers and Stockyards
Administration and Transfer of Functions

1. FUNCTIONS TRANSFERRED. Secretary's Memorandum No. 1613, of April 4, 1967, announced a proposal to transfer from the Consumer and Marketing Service all the functions administered by the Packers and Stockyards Division and establish separately a Packers and Stockyards Administration to administer the Packers and Stockyards Act, 1921, as amended (7 U.S.C. 181-229). The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups. Response has been favorable.

Effective May 8, 1967, I am establishing the Packers and Stockyards Administration under direction of Donald A. Campbell as **ACTING** Administrator, who will report to me through the Assistant Secretary for Marketing and Consumer Services.

2. MANAGEMENT SUPPORT ACTIVITIES. Such support activities as accounting, budget, personnel, and other administrative services, heretofore provided to the Packers and Stockyards Division by the Consumer and Marketing Service will be provided to the Packers and Stockyards Administration by the Office of Management Services. This will necessitate transfer of funds, records, property, space and personnel as appropriate for these activities from the Consumer and Marketing Service to the Office of Management Services.

The "information function" heretofore provided by the Consumer and Marketing Service will be performed by the Packers and Stockyards Administration with respect to its activities.

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

Donald A. Campbell

ORGANIZATION

1 (P & S A)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

May 8 1967

SECRETARY'S MEMORANDUM NO. 1613, SUPPLEMENT 1

Establishment of the Packers and Stockyards
Administration and Transfer of Functions

1. FUNCTIONS TRANSFERRED. Secretary's Memorandum No. 1613, of April 4, 1967, announced a proposal to transfer from the Consumer and Marketing Service all the functions administered by the Packers and Stockyards Division and establish separately a Packers and Stockyards Administration to administer the Packers and Stockyards Act, 1921, as amended (7 U.S.C. 181-329). The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups. Response has been favorable.

Effective May 8, 1967, I am establishing the Packers and Stockyards Administration under direction of Donald A. Campbell as Administrator, who will report to me through the Assistant Secretary for Marketing and Consumer Services.

2. MANAGEMENT SUPPORT ACTIVITIES. Such support activities as accounting, budget, personnel, and other administrative services, heretofore provided to the Packers and Stockyards Division by the Consumer and Marketing Service will be provided to the Packers and Stockyards Administration by the Office of Management Services. This will necessitate transfer of funds, records, property, space and personnel as appropriate for these activities from the Consumer and Marketing Service to the Office of Management Services.

The "information function" heretofore provided by the Consumer and Marketing Service will be performed by the Packers and Stockyards Administration with respect to its activities.

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

Donald A. Campbell

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1613, SUPPLEMENT 1

Establishment of the Packers and Stockyards
Administration and Transfer of Functions

1. FUNCTIONS TRANSFERRED. Secretary's Memorandum No. 1613, of April 4, 1967, announced a proposal to transfer from the Consumer and Marketing Service all the functions administered by the Packers and Stockyards Division and establish separately a Packers and Stockyards Administration to administer the Packers and Stockyards Act, 1921, as amended (7 U.S.C. 181-229). The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups. Response has been favorable.

Effective May 8, 1967, I am establishing the Packers and Stockyards Administration under direction of Donald A. Campbell as Administrator, who will report to me through the Assistant Secretary for Marketing and Consumer Services.

2. MANAGEMENT SUPPORT ACTIVITIES. Such support activities as accounting, budget, personnel, and other administrative services, heretofore provided to the Packers and Stockyards Division by the Consumer and Marketing Service will be provided to the Packers and Stockyards Administration by the Office of Management Services. This will necessitate transfer of funds, records, property, space and personnel as appropriate for these activities from the Consumer and Marketing Service to the Office of Management Services.

~~An exception to the scope of this transfer affecting support activities is "information service" which the Consumer and Marketing Service will continue to provide to the Packers and Stockyards Administration.~~ *The information function will be performed by the information.*

3. INCIDENTAL TRANSFERS. The Assistant Secretary for Administration will approve such transfers of funds, records, property, space, and personnel as are involved in the organizational assignments made in this Memorandum.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1613, SUPPLEMENT I

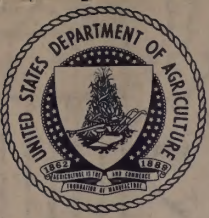
Establishment of the Packers and Stockyards
Administration and Transfer of Functions

1. FUNCTIONS TRANSFERRED. Secretary's Memorandum No. 1613, of April 4, 1937, announced a proposal to transfer from the Consumer and Marketing Service all the functions administered by the Packers and Stockyards Division and establish separately a Packers and Stockyards Administration to administer the Packers and Stockyards Act, 1911, as amended (7 U.S.C. 181-329). The Department at that time gave public notice of the proposed action and invited comments from interested persons and groups. Response has been favorable.

Effective May 8, 1937, I am establishing the Packers and Stockyards Administration under direction of Donald A. Campbell as Administrator, who will report to me through the Assistant Secretary for Marketing and Consumer Services.

2. MANAGEMENT SUPPORT ACTIVITIES. Such support activities as accounting, budget, personnel, and other administrative services, heretofore provided to the Packers and Stockyards Division by the Consumer and Marketing Service will be provided to the Packers and Stockyards Administration by the Office of Management Services. This will necessitate transfer of funds, records, property, space and personnel as appropriate for these activities from the Consumer and Marketing Service to the Office of Management Services.

The information furnished will be
~~is being transferred to the Office of Management Services and the~~
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DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

Mr. Secretary:

Re Packers and Stockyards Administration

Intention to transfer functions of the Packers and Stockyards Division from C&MS and establish a new agency was announced by Secretary's Memorandum No. 1613 on April 4 and published in the Federal Register on April 7.

Interested persons and groups were invited to comment by May 8. By May 3 we had received comments from 32 correspondents, uniformly favorable. Nineteen were stockyards associations, seven were State agencies, and six represented trade groups.

The Supplement to Secretary's Memorandum No. 1613 and the accompanying Federal Register notice provide for official establishment of the Packers and Stockyards Administration.

Attachments

John Robertson

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250



Mr. Secretary:

Re Packers and Stockyards Administration

Intention to transfer functions of the Packers and Stockyards Division from OAMS and establish a new agency was announced by Secretary's Memorandum No. 1613 on April 4 and published in the Federal Register on April 7.

Interested persons and groups were invited to comment by May 8. By May 3 we had received comments from 32 correspondents, uniformly favorable. Nineteen were stockyards associations, seven were State agencies, and six represented trade groups.

The Supplement to Secretary's Memorandum No. 1613 and the accompanying Federal Register notice provide for official establishment of the Packers and Stockyards Administration.

Attachments

For Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

July 8 1968

SECRETARY'S MEMORANDUM NO. 1625, SUPPLEMENT 1

Field Location Review Board

Effective immediately, the membership of the Field Location Review Board, established by Memorandum No. 1625, dated November 7, 1967, is as follows:

John A. Baker, Assistant Secretary for Rural Development and Conservation, Chairman

Joseph M. Robertson, Assistant Secretary for Administration

Walter W. Wilcox, Director, Agricultural Economics

Ned D. Bayley, Director, Science and Education

James E. Thornton, Special Assistant to the Secretary

Elmer Mostow, Director, Office of Plant and Operations, Executive Secretary

Quill F. Feenan

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COMMITTEES

(3d, Field Location Review)

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250



July 8 1968

SECRETARY'S MEMORANDUM NO. 1625, SUPPLEMENT 1

Field Location Review Board

Effective immediately, the membership of the Field Location Review Board, established by Memorandum No. 1625, dated November 7, 1967, is as follows:

John A. Baker, Assistant Secretary for Rural
Development and Conservation, Chairman

Joseph M. Robertson, Assistant Secretary for
Administration

Walter W. Wilcox, Director, Agricultural
Economics

Ned D. Bayley, Director, Science and Education

James E. Thornton, Special Assistant to the
Secretary

Elmer Morsow, Director, Office of Plant and
Operations, Executive Secretary

[Handwritten signature]

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

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October 23 1968

SECRETARY'S MEMORANDUM NO. 1625, SUPPLEMENT 2

Field Location Review Board

Effective immediately, the membership of the Field Location Review Board, established by Memorandum No. 1625, is as follows:

John A. Baker, Assistant Secretary for Rural Development and Conservation, Chairman

Joseph M. Robertson, Assistant Secretary for Administration, Vice Chairman

Ted J. Davis, Assistant Secretary for Marketing and Consumer Services

Walter W. Wilcox, Director, Agricultural Economics

Ned D. Bayley, Director, Science and Education

Carl B. Barnes, Director of Personnel

Elmer Mostow, Director, Office of Plant and Operations, Executive Secretary

Each member of the Board shall designate a full voting alternate to serve when a regular member is absent from the city.

William F. Fennan

(a) Location decisions which are required to be submitted to the Office of the Secretary, under existing regulations, shall be considered by or under instructions of the Program and Budget Review Committee established by Secretary's Memorandum No. 1578, Revised.

COMMITTEES

(Bl., Field Location Review)

10-22-68

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1625, SUPPLEMENT 2

Field Location Review Board

Effective immediately, the membership of the Field Location Review Board, established by Memorandum No. 1625, is as follows:

John A. Baker, Assistant Secretary for Rural Development
and Conservation, Chairman

Joseph M. Robertson, Assistant Secretary for Administration,
Vice Chairman

Ted J. Davis, Assistant Secretary for Marketing and Consumer
Services

Walter W. Wilcox, Director, Agricultural Economics

Ned D. Bayley, Director, Science and Education

Carl B. Barnes, Director of Personnel

Elmer Moslow, Director, Office of Plant and Operations,
Executive Secretary

Each member of the Board shall designate a full voting alternate to
serve when a regular member is absent from the city.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 22 1969

SECRETARY'S MEMORANDUM NO. 1625, REVISED

Field Location Review

1. Policy.

It is the policy of this Department to stimulate and encourage the development of non-urban areas. In carrying out this policy, the Department will locate facilities, offices, and laboratories in lower population density areas in preference to higher density population areas, and in areas of persistent or substantial labor surplus, wherever this can be done without sacrificing essential program objectives and with due consideration being given to the efficient and economical administration of the Department's programs. At the same time it shall be a departmental objective to continue the program of consolidation of USDA offices wherever feasible.

The purpose of this policy is twofold:

- (a) To avoid adding further to congestion in high density population centers;
- (b) To assure that our programs are conducted in a way to make the maximum contribution to development of low density population areas.

2. Departmental Consideration.

In order to see that increased emphasis is given to the implementation of this policy:

- (a) Location decisions which are required to be submitted to the Office of the Secretary, under existing regulations, shall be considered by or under instructions of the Program and Budget Review Committee established by Secretary's Memorandum No. 1578, Revised.

COMMITTEES (*Field Location Review*)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MAY 23 1963

SECRETARY'S MEMORANDUM NO. 1525, REVISED

Field Location Review

I. Policy.

It is the policy of this Department to stimulate and encourage the development of non-urban areas. In carrying out this policy, the Department will locate facilities, offices, and laboratories in lower population density areas in preference to higher density population areas, and in areas of persistent or substantial labor surplus, wherever this can be done without sacrificing essential program objectives and with due consideration being given to the efficient and economical administration of the Department's programs. At the same time it shall be a Departmental objective to continue the program of consolidation of USA offices wherever feasible.

The purpose of this policy is twofold:

- (a) To avoid adding further to congestion in high density population centers;
- (b) To assure that our programs are conducted in a way to make the maximum contribution to development of low density population areas.

2. Departmental Consideration.

In order to see that increased emphasis is given to the implementation of this policy:

- (a) Location decisions which are requested to be submitted to the Office of the Secretary, under existing regulations, shall be considered by or under instructions of the Program and Budget Review Committee established by Secretary's Memorandum No. 1578, Revised.

- (b) Each official having responsibility for making location decisions shall give full attention to the policy of this Memorandum and to instructions issued thereunder.

Agency heads should not make any commitments or public announcements, or initiate any moves until advised by the Office of Plant and Operations that the proposed action has been approved by the Program and Budget Review Committee.

3. Procedures.

Proposals for location of facilities, offices, and laboratories should be submitted to the Director of the Office of Plant and Operations for review and presentation to the Program and Budget Review Committee.

Pending the issuance of revised instructions, the Implementing Instructions, dated March 8, 1968, issued under Secretary's Memorandum No. 1625 shall continue in full force and effect.

We have now had a year's experience in operation under the Implementing Instructions issued on March 8, 1968. It may be appropriate at this time to review the instructions. The questions which have arisen are:

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

1. Is the Standard Metropolitan Statistical Area (SMSA) a valid standard to use, or should we use some other standard such as population density?
2. Should we have a year-end report showing all moves?
3. Should the instructions be clarified?

At the time you review the implementing instructions, it is suggested that you look at FAR 674, Secretary's Memorandum No. 1492 and Supplements thereto, and E.O. 11312.

We would appreciate receiving your comments by November 1, 1970.

Elmer Mostow
Director

(b) Each official having responsibility for making location decisions shall give full attention to the policy of this Memorandum and to instructions issued thereunder.

Agency heads should not make any commitments or public announcements, or initiate any moves until advised by the Office of Plant and Operations that the proposed action has been approved by the Program and Budget Review Committee.

3. Procedures.

Proposals for location of facilities, offices, and laboratories should be submitted to the Director of the Office of Plant and Operations for review and presentation to the Program and Budget Review Committee.

Pending the issuance of revised instructions, the Implementing Instructions, dated March 8, 1968, issued under Secretary's Memorandum No. 1623 shall continue in full force and effect.

William M. Martin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

1625 Rev.

September 22, 1970

MEMORANDUM TO HEADS OF AGENCIES

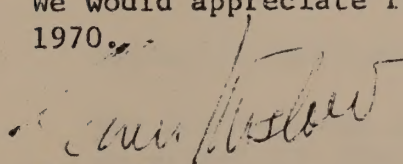
Implementing Instructions
Secretary's Memorandum No. 1625 Revised

We have now had a year's experience in operating under the implementing instructions issued on July 25, 1969. It may be appropriate at this time to consider revising these instructions. The questions which occur to us are:

1. Is the Standard Metropolitan Statistical Area (SMSA) a valid standard to use, or should we use some other standard such as population density?
2. Should we have a year-end report showing all moves?
3. Should the instructions be clarified?

At the time you review the implementing instructions, it is suggested that you look at 1 AR 674, Secretary's Memorandum No. 1492 and Supplements thereto, and E.O. 11512.

We would appreciate receiving your comments by November 2, 1970.


Elmer Mostow
Director

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

OFFICE OF PLANT AND ANIMAL INDUSTRY

September 11, 1950

MEMORANDUM TO THE SECRETARY

Subject: The National Plant Industry Association
Re: National Plant Industry Association

We have now had a year's experience in working under the National Plant Industry Association. It was formed on July 1, 1949. It was organized at that time to coordinate existing research activities. The National Plant Industry Association

1. The National Plant Industry Association is a non-profit organization which is organized to promote the development of plant industry research and to coordinate existing research activities.

2. Should we have a new and revised plan for all research?

3. Should the Association be reorganized?

At the time you review the accompanying documents, it is suggested that you look at the "Background" Memorandum No. 1452 and Supplemental Theory, and No. 1452.

We would appreciate receiving your comments by November 1, 1950.

Very truly yours,
Elmer Norton
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

November 16 1967

SECRETARY'S MEMORANDUM NO. 1626

Executive Manpower Board

EO 11315 established a Government-wide Executive Assignment System for most positions in grades GS-16, 17, and 18. To assure involvement of top management in this System, I am establishing an Executive Manpower Board.

Membership of the Board follows:

Chairman: Assistant Secretary for Administration

Members:

Assistant Secretary - International Affairs
Assistant Secretary - Marketing and Consumer Services
Assistant Secretary - Rural Development and Conservation
Director - Agricultural Economics
Agency Administrators (as appropriate)
Heads of Staff Offices (as appropriate)

Executive Secretary - Director of Personnel

The Chairman may appoint others as needed to serve on or assist the Board.

Responsibilities of the Board are:

- Review Manpower Plans.
- Direct the search for and evaluate candidates on a merit basis for Executive Assignments.

COMMITTEES (Bd. Executive Manpower)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

Executive Director Board

SO 11113 established a Government-wide Executive Assistant Board for most positions in grades GS-12, 13, and 14. To assist in the management of the Board, I am establishing an Executive Assistant Board.

Members of the Board are:

Chairman: Assistant Secretary for Administration

Members:

Assistant Secretary - International Affairs

Assistant Secretary - Marketing and Consumer Services

Assistant Secretary - Rural Development and Conservation

Director - Agricultural Economics

Agency Administrator (as appropriate)

Head of State Office (as appropriate)

Executive Secretary - Director of Personnel

The Chairman may appoint others as needed to advise or assist the Board.

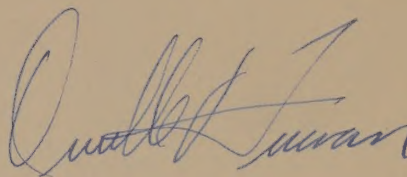
Responsibilities of the Board are:

-- Review Board Plans.

-- Direct the search for and evaluate candidates for merit basis for Executive Assistant.

- Recommend selection of GS-16, 17, and 18 Executives to the Secretary.
- Assess need for and recommend to the Secretary distribution of Executive Assignment "spaces."
- Advise on career development needs for Executives.

Guidelines are contained in Chapter 305 of the Federal and Department Personnel Manuals. The Office of Personnel will provide administrative support to the Board.

A handwritten signature in blue ink, appearing to read "Quail H. Furman". The signature is written in a cursive, flowing style with a large initial "Q".

-- Recommendation selection of 12-16, 17, and 18 Executive
to the Secretary.

-- Areas need for and recommendation to the Secretary
distribution of Executive Assignment "Areas."

-- Advice on career development needs for Executives.

Guidelines are contained in Chapter 305 of the Federal and Depart-
ment Personnel Manual. The Office of Personnel will provide
administrative support to the Board.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

December 27 1967

SECRETARY'S MEMORANDUM NO. 1626, REVISED

Executive Manpower Board

EO 11315 established a Government-wide Executive Assignment System for most positions in grades GS-16, 17, and 18. To assure involvement of top management in this system, I am establishing an Executive Manpower Board.

Membership of the Board follows:

Chairman: Under Secretary

Members:

Assistant Secretary for Administration

Assistant Secretary - International Affairs

Assistant Secretary - Marketing and Consumer
Services

Assistant Secretary - Rural Development and
Conservation

Director - Agricultural Economics

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on
or assist the board.

Responsibilities of the Board are:

-- Review Manpower Plans.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

SECRETARY'S EXECUTIVE NO. 123, 12/1/52

Executive Committee

ES 12312 established a Government-wide Executive Committee
to study and report on the status of the Department's
various activities in the areas of research, extension,
and conservation.

Membership of the Board follows:

Chairman: Under Secretary

Members:

Assistant Secretary for Administration

Assistant Secretary - International Affairs

Assistant Secretary - Marketing and Consumer
Services

Assistant Secretary - Rural Development and
Conservation

Director - Agricultural Economics

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on
or assist the Board.

Responsibilities of the Board are:

-- Review Department Plans.

- Direct the search for and evaluate candidates on a merit basis for Executive Assignments.
- Recommend selection of GS-16 17, and 18 Executives to the Secretary.
- Assess need for and recommend to the Secretary distribution of Executive Assignment "spaces."
- Advise on career development needs for Executives.

Guidelines are contained in Chapter 305 of the Federal and Department Personnel Manuals. The Office of Personnel will provide administrative support to the Board.

Quill F. Freeman

-- Direct the search for and evaluate candidates on a merit basis for Executive Assignments.

-- Recommend collection of GS-15, 17, and 18 executives to the Secretary.

-- Assess need for and recommend to the Secretary distribution of Executive Assignments "agencies."

-- Advise on career development needs for executives.

Guidelines are contained in Chapter 305 of the Federal and Department Personnel Manual. The Office of Personnel will provide administrative support to the Board.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

June 16 1969

SECRETARY'S MEMORANDUM NO. 1626, REVISED

Executive Manpower Board

E.O. 11315 established a Government-wide Executive Assignment System for most positions in grades GS-16, 17, and 18. To assure involvement of top management in this system, I am establishing an Executive Manpower Board.

Membership of the Board follows:

Chairman: Under Secretary

Members:

Assistant Secretary for Administration

Assistant Secretary - International Affairs and
Commodity Programs

Assistant Secretary - Marketing and Consumer Services

Assistant Secretary - Rural Development and Conservation

Director - Agricultural Economics

Director - Science and Education

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on or assist the Board.

Responsibilities of the Board are:

--Review Manpower Plans.

--Direct the search for and evaluate candidates on a merit basis for Executive Assignments.

COMMITTEES

(Ed, Executive Manpower)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 15 1959

SECRETARY'S MEMORANDUM NO. 1515, REVISED

Executive Manpower Board

E.O. 11115 established a Government-wide Executive Assignment System for most positions in grades GS-15, 17, and 18. To assure involvement of top management in this system, I am establishing an Executive Manpower Board.

Membership of the Board follows:

Chairman: Under Secretary

Members:

Assistant Secretary for Administration

Assistant Secretary - International Affairs and
Commodity Programs

Assistant Secretary - Marketing and Consumer Services

Assistant Secretary - Rural Development and Conservation

Director - Agricultural Economics

Director - Science and Education

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on or assist the Board.

Responsibilities of the Board are:

--Review Manpower Plans.

--Direct the search for and evaluate candidates on a merit basis for Executive Assignments.

COMMITTEES (Ad. Ex. 11115)

--Recommend selection of GS-16, 17, and 18 Executives to the Secretary.

--Assess need for and recommend to the Secretary distribution of Executive Assignment "spaces."

--Advise on career development needs for Executives.

Guidelines are contained in Chapter 305 of the Federal and Department Personnel Manuals. The Office of Personnel will provide administrative support to the Board.

Secretary's Memorandum No. 1626, Revised, dated July 29, 1968, is hereby superseded.

Memberships of the Board follows:

Chairman: Under Secretary

Members:

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

Assistant Secretary for Administration

Assistant Secretary - International Affairs

Assistant Secretary - Marketing and Consumer Services

Assistant Secretary - Rural Development and Conservation

Director - Agricultural Economics

Director - Science and Education

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on or assist the Board.

Responsibilities of the Board are:

-- Review Manpower Plans.

COMMITTEE (Ad. Selection Manpower)

--Recommend selection of GS-16, 17 and 18 Executives
to the Secretary.

--Assess need for and recommend to the Secretary
distribution of Executive Assignment "grades."

--Advise on career development needs for Executives.

Guidelines are contained in Chapter 302 of the Federal and Department
Personnel Manuals. The Office of Personnel will provide administrative
support to the Board.

Secretary's Memorandum No. 1636, Revised, dated July 29, 1968, is here-
by superseded.

Clifford M. Hardin

Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary
Washington, D.C. 20250

July 29 1968

SECRETARY'S MEMORANDUM NO. 1626, REVISED

Executive Manpower Board

EO. 11315 established a Government-wide Executive Assignment System for most positions in grades GS-16, 17, and 18. To assure involvement of top management in this system, I am establishing an Executive Manpower Board.

Membership of the Board follows:

Chairman: Under Secretary

Members:

Assistant Secretary for Administration

Assistant Secretary - International Affairs

Assistant Secretary - Marketing and Consumer
Services

Assistant Secretary - Rural Development and
Conservation

Director - Agricultural Economics

Director - Science and Education

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on or assist the board.

Responsibilities of the Board are:

-- Review Manpower Plans.

COMMITTEES

(Ed. Executive Manpower)

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary
Washington, D.C. 20250

July 2, 1952

SECRETARY'S MEMORANDUM NO. 1826, REVISED

Executive Manpower Board

RD 11315 established a Government-wide Executive Assignment System for most positions in grades GS-16, 17, and 18. To assure involvement of top management in this system, I am establishing an Executive Manpower Board.

Membership of the Board follows:

Chairman: Under Secretary

Members:

Assistant Secretary for Administration

Assistant Secretary - International Affairs

Assistant Secretary - Marketing and Consumer Services

Assistant Secretary - Rural Development and Conservation

Director - Agricultural Economics

Director - Science and Education

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on or assist the board.

Responsibilities of the Board are:

-- Review Manpower Plans.

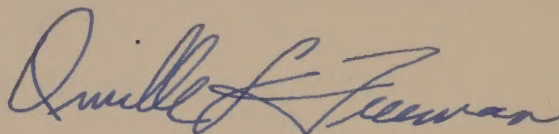
- UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
- Direct the search for and evaluate candidates on a merit basis for Executive Assignments.
 - Recommend selection of GS-16, 17 and 18 Executives to the Secretary.
 - Assess need for and recommend to the Secretary distribution of Executive Assignment "spaces."
 - Advise on career development needs for Executives.

Guidelines are contained in Chapter 305 of the Federal and Department Personnel Manuals. The Office of Personnel will provide administrative support to the Board.

Secretary's Memorandum No. 1626, Revised, dated December 27, 1967, is hereby superseded.

Chairman: Under Secretary

Members:



Assistant Secretary for Administration

Assistant Secretary - International Affairs and Commodity Programs

Assistant Secretary - Marketing and Consumer Services

Assistant Secretary - Rural Development and Conservation

Director - Agricultural Economics

Director - Science and Education

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on or assist the Board.

Approved By: [Signature]
[Signature] Secretary's Board is hereby

COMMITTEES (of Executive Personnel)

-- Direct the search for and evaluate candidates on a merit basis for Executive Assignments.

-- Recommend selection of GS-16, 17 and 18 Executives to the Secretary.

-- Assess need for and recommend to the Secretary distribution of Executive Assignment "spaces."

-- Advise on career development needs for Executives.

Guidelines are contained in Chapter 305 of the Federal and Department Personnel Manual. The Office of Personnel will provide administrative support to the Board.

Secretary's Memorandum No. 1010, Revised, dated December 27, 1967, is hereby superseded.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

November 28 1969

SECRETARY'S MEMORANDUM NO. *1626, Revised*

Executive Manpower Board

Accomplishment of the programs of the Department requires utilization of the best talent available. It also requires that our personnel resources are utilized efficiently and economically so as to fully tap the creative and productive capacity of our work force. To assure involvement of top management in the Personnel Management Program of the Department and in the selection of high level management officials under the Executive Assignment System, I am establishing an Executive Manpower Board.

Membership of the Board follows:

Chairman: Under Secretary

Members:

Assistant Secretary for Administration

Assistant Secretary - International Affairs and
Commodity Programs

Assistant Secretary - Marketing and Consumer Services

Assistant Secretary - Rural Development and Conservation

Director - Agricultural Economics

Director - Science and Education

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on or assist the Board.

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COMMITTEES *(Ed, Executive Manpower)*

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

November 28, 1965

Executive Management Board

Assignment of the program of the Department requires utilization of the best talent available. It also requires that our personnel resources are utilized efficiently and economically so as to fully tap the creative and productive capacity of our work force. To assure involvement of top management in the Personnel Management Program of the Department and in the selection of high level management officials under the Executive Assignment System, I am establishing an Executive Management Board.

Membership of the Board follows:

Chairman: Under Secretary

Members:

Assistant Secretary for Administration

Assistant Secretary - International Affairs and
Commodity Programs

Assistant Secretary - Marketing and Consumer Services

Assistant Secretary - Rural Development and Conservation

Director - Agricultural Economics

Director - Science and Education

Agency Administrators (as appropriate)

Heads of Staff Offices (as appropriate)

Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to assist the Board.

Approved: [Signature]
Special Agent in Charge

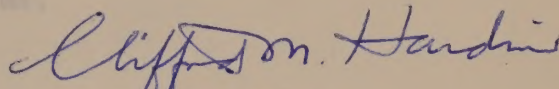
COMMITTEES (by [Signature])

Responsibilities of the Board are to:

- Establish and monitor the operation of a personnel management evaluation system to conduct objective reviews and evaluations of the effectiveness of the application of personnel policies and practices within the Department, including assessments of the total management impact of personnel policies and practices.
- Recommend needed changes in the personnel management program of the Department.
- Review Manpower Plans.
- Direct the search for and evaluate candidates on a merit basis for Executive Assignments.
- Recommend selection of GS-16, 17, and 18 Executives to the Secretary.
- Assess need for and recommend to the Secretary distribution of Executive Assignment "spaces."
- Advise on career development needs for Executives.

The Office of Personnel will provide administrative support to the Board.

Secretary's Memorandum No. 1626, Revised, dated June 16, 1969, is hereby superseded.



Clifford M. Hardin
Secretary of Agriculture

- Establish the personnel management evaluation system;
- Review personnel policies and practices;
- Assess the total management impact of personnel policies and practices;
- Recommend needed changes in personnel management.

Membership of the Board follows:

Under Secretary, Chairman
Assistant Secretaries
Director, Science and Education

Responsibilities of the Board are to:

--Establish and monitor the operation of a personnel management evaluation system to conduct objective reviews and evaluations of the effectiveness of the application of personnel policies and practices within the Department, including management of the local management impact of personnel policies and practices.

--Recommend needed changes in the personnel management program of the Department.

--Review manpower plans.

--Direct the search for and evaluate candidates on a merit basis for Executive Assignments.

--Recommend selection of GS-16, 17, and 18 executives to the Secretary.

--Assess need for and recommend to the Secretary distribution of Executive Assignments "vacancies".

--Advise on career development needs for executives.

The Office of Personnel will provide administrative support to the Board.

Secretary's Memorandum No. 1636, Revised, dated June 16, 1969, is hereby superseded.

Clifford M. Hardin
Clifford M. Hardin
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D.C. 20250

January 26, 1972.

SECRETARY'S MEMORANDUM NO. 1626, REVISED

Executive Manpower Board

To assure involvement of top management in the personnel management program of the Department, I am establishing an Executive Manpower Board. The Board will be active in executive management programs and the overall review of personnel management.

Executive Manpower Programs

The Board's responsibilities are to:

- Assess executive manpower needs and review executive manpower plans;
- Recommend a distribution plan for executive assignment "spaces";
- Supervise the Executive Development Program;
- Identify, evaluate, and recommend candidates for executive positions.

Personnel Management Review

The Board's responsibilities are to:

- Monitor the personnel management evaluation system;
- Review personnel policies and practices;
- Assess the total management impact of personnel policies and practices;
- Recommend needed changes in personnel management.

Membership of the Board follows:

Under Secretary, Chairman
Assistant Secretaries
Director, Science and Education

COMMITTEES

(Board, Executive Manpower)

January 26, 1972

SECRETARY'S MEMORANDUM NO. 1826, REVISED

Executive Manpower Board

To assure involvement of top management in the personnel management program of the Department, I am establishing an Executive Manpower Board. The Board will be active in executive management programs and the overall review of personnel management.

Executive Manpower Programs

The Board's responsibilities are to:

- Assess executive manpower needs and review executive manpower plans;
- Recommend a distribution plan for executive assignments "spaces";
- Supervise the Executive Development Program;
- Identify, evaluate, and recommend candidates for executive positions.

Personnel Management Review

The Board's responsibilities are to:

- Monitor the personnel management evaluation system;
- Review personnel policies and practices;
- Assess the total management impact of personnel policies and practices;
- Recommend needed changes in personnel management.

Membership of the Board follows:

Under Secretary, Chairman
Assistant Secretaries
Director, Science and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

2

Director, Agricultural Economics
Director of Personnel, Executive Secretary

April 4, 1977

The Office of Personnel will provide administrative support to the Board.

Secretary's Memorandum No. 1626, Revised, dated November 28, 1969, is hereby superseded.

Earl L. Butz

Earl L. Butz
Secretary

In my absence, the Executive Assistant to the Secretary will serve as Chairman.

Respectfully,

Very truly yours,

Earl L. Butz, Secretary and Director of
Agricultural Economics
Director of Personnel

Other officers as needed to serve on or assist the Board.

The Board's organization will continue as follows:

1. The Board will be the Personnel Management Program of the Department.

2. The Board will be composed of 15, 17, and 19 members to the Secretary.

3. The Board will be responsible to the Secretary for the distribution of the Department's personnel.

4. The Office of Personnel will provide administrative support to the Board.

Secretary's Memorandum No. 1626, Revised, dated January 26, 1972, is hereby superseded.

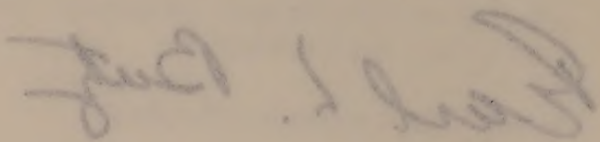
Secretary of Agriculture

(Ed Egan, Personnel)

Director, Agricultural Economics
Director of Personnel, Executive Secretary

The Office of Personnel will provide administrative support
to the Board.

Secretary's Memorandum No. 1636, Revised, dated November 28,
1959, is hereby superseded.



Earl L. Butz
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

SECRETARY'S MEMORANDUM NO. 1626, REVISED

EXECUTIVE PERSONNEL BOARD

April 4, 1977

One of our most scarce personnel resources in the Department is Quota Supergrades. In view of the need to properly utilize these quota spaces and to distribute them according to priority program areas and needs, I am reestablishing the Executive Personnel Board.

This Board will recommend distribution of quota supergrade spaces as well as the selection of individuals for these positions. I will concur in the distribution of spaces and also in the selection of individuals to occupy these positions.

Membership of the Board follows:

I will Chair the Board. In my absence, the Executive Assistant to the Secretary will serve as Chairman.

Members:

Deputy Secretary
All Program Assistant Secretaries and Director of
Agricultural Economics
Executive Secretary: Director of Personnel

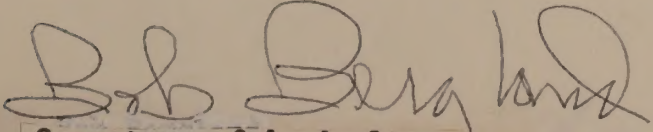
The Chairman may appoint others as needed to serve on or assist the Board.

The Board's responsibilities will continue as follows:

- Recommend needed changes in the Personnel Management Program of the Department.
- Recommend selection of GS-16, 17, and 18 Executives to the Secretary.
- Assess need for and recommend to the Secretary distribution of Quota Supergrade Spaces

The Office of Personnel will provide administrative support to the Board.

Secretary's Memorandum No. 1626, Revised, dated January 26, 1972, is hereby superseded.


Secretary of Agriculture

COMMITTEES

(Bd Executive Personnel)

OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20520

EXECUTIVE PERSONNEL BOARD

One of our most scarce personnel resources in the Department is Quota Supergraders. In view of the need to properly utilize these quota spaces and to distribute them according to priority program areas and needs, I am establishing the Executive Personnel Board.

This Board will recommend distribution of quota supergrade spaces as well as the selection of individuals for these positions. I will concur in the distribution of spaces and also in the selection of individuals to occupy these positions.

Membership of the Board follows:

I will Chair the Board. In my absence, the Executive Assistant to the Secretary will serve as Chairman.

Members:

Deputy Secretary
All Program Assistant Secretaries and Director of
Agricultural Economics
Executive Secretary: Director of Personnel

The Chairman may appoint others as needed to serve on or assist the Board.

The Board's responsibilities will continue as follows:

--Recommend needed changes in the Personnel Management Program of the Department.

--Recommend selection of GS-16, IV, and 18 Executives to the Secretary.

--Assess need for and recommend to the Secretary distribution of Quota Supergrade Spaces

The Office of Personnel will provide administrative support to the Board.

Secretary's Memorandum No. 1536, Revised, dated January 26, 1972, is hereby superseded.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

July 2, 1979

SECRETARY'S MEMORANDUM NO. 1626, REVISED

EXECUTIVE RESOURCES BOARDS

The Civil Service Reform Act of 1978 requires that Executive Resources Boards conduct the merit staffing process for career appointment to the Senior Executive Service (SES). The Act also gives me the responsibility for SES position planning, staffing and utilization, executive development, performance appraisals, performance awards, pay administration, and nominations for awarding of executive rank. Departmental Executive Resources Boards will be used to coordinate our SES activities, including the Performance Review Boards required by the Act. Therefore, I am establishing a Secretary's Executive Resources Board and a series of program Executive Resources Boards. These Departmental boards will submit personnel recommendations for my concurrence. The program Executive Resources Boards are as follows:

- Office of the Secretary
- Economics, Policy Analysis and Budget
- Food and Consumer Services
- Rural Development
- Marketing and Transportation Services
- International Affairs and Commodity Programs
- Administration
- Conservation, Research and Education - FS
- Conservation, Research and Education - SCS
- Conservation, Research and Education - SEA

The Deputy Secretary will chair the Secretary's Executive Resources Board. In the absence of the Deputy Secretary, the Assistant Secretary for Administration will serve as Chairperson. The members include the Chairpersons of each of the program Executive Resources Boards and the Director of Personnel as Executive Secretary.

The Secretary's Executive Resources Board will be responsible specifically for the merit staffing process for career appointment of agency heads, associate agency heads, and staff directors. In concert with the program Executive Resources Boards, the Secretary's Executive Resources Board will manage the SES, including nominations for the awarding of executive rank.

COMMITTEES

(Executive Resources)



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 2, 1972

SECRETARY'S MEMORANDUM NO. 1525, REVISED

EXECUTIVE RESOURCES BOARDS

The Civil Service Reform Act of 1978 requires that Executive Resources Boards conduct the merit staffing process for career appointment to the Senior Executive Service (SES). The Act also gives me the responsibility for SES position planning, staffing and utilization, executive development, performance appraisals, performance awards, pay administration, and nominations for awarding of executive rank. Departmental Executive Resources Boards will be used to coordinate our SES activities, including the Performance Review Boards required by the Act. Therefore, I am establishing a Secretary's Executive Resources Board and a series of program Executive Resources Boards. These departmental boards will submit personnel recommendations for my concurrence. The program Executive Resources Boards are as follows:

Office of the Secretary
Economics, Policy Analysis and Budget
Food and Consumer Services
Rural Development
Marketing and Transportation Services
International Affairs and Commodity Programs
Administration
Conservation, Research and Education - FS
Conservation, Research and Education - SCS
Conservation, Research and Education - SEA

The Deputy Secretary will chair the Secretary's Executive Resources Board. In the absence of the Deputy Secretary, the Assistant Secretary for Administration will serve as Chairperson. The members include the Chairpersons of each of the program Executive Resources Boards and the Director of Personnel as Executive Secretary.

The Secretary's Executive Resources Board will be responsible specifically for the merit staffing process for career appointment of agency heads, associate agency heads, and staff directors. In concert with the program Executive Resources Boards, the Secretary's Executive Resources Board will manage the SES, including nominations for the awarding of executive rank.

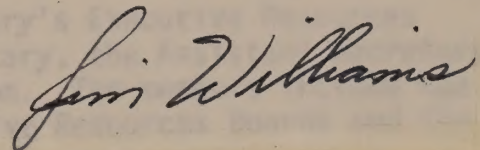
Membership of the program Executive Resources Board for the Office of the Secretary will include the General Officers (except for the Judicial Officer) and the Executive Assistant to the Secretary. The Deputy Secretary will chair the board and the Director of Personnel will be the Executive Secretary.

Membership of the other program Executive Resources Boards will be as follows: the Deputy Assistant Secretaries, the Deputy Under Secretary for International Affairs and Commodity Programs and the Deputy Director for Economics, Policy Analysis and Budget will serve as Chairpersons of their respective program areas. In the Conservation, Research and Education area, however, the three program Executive Resources Boards will be chaired by the Associates of the three agencies designated. A representative of the Assistant Secretary for Conservation, Research and Education will be a member of these boards. In addition, the members will be Agency Heads (Deputies in the areas of Conservation, Research and Education), executives from related program areas, the Department's Deputy Director for Equal Employment Opportunity, and a representative from OP. Actual composition will be determined by the chairperson in consultation with the Office of Personnel.

The program Executive Resources Boards are responsible for the merit staffing process for career appointment to the SES except for agency heads, associate agency heads and staff directors. They will share with the Secretary's Executive Resources Board the responsibility for managing the SES.

The Executive Resources and Performance Appraisal Staff in the Office of Personnel will provide administrative support to these Departmental boards. Agencies within the Department are expected to provide financial support for this staff, as needed, to effectively carry out the responsibilities of the boards.

Secretary's Memorandum No. 1626, Revised, dated April 4, 1977, is hereby superseded.



Acting Secretary of Agriculture

Membership of the program Executive Resources Board for the Office of the Secretary will include the General Officers (except for the Judicial Officer) and the Executive Assistant to the Secretary. The Deputy Secretary will chair the board and the Director of Personnel will be the Executive Secretary.

Membership of the other program Executive Resources Boards will be as follows: the Deputy Assistant Secretaries, the Deputy Under Secretary for International Affairs and Commodity Programs and the Deputy Director for Economics, Policy Analysis and Budget will serve as Chairpersons of their respective program areas. In the Conservation, Research and Education area, however, the three program Executive Resources Boards will be chaired by the Associates of the three agencies designated. A representative of the Assistant Secretary for Conservation, Research and Education will be a member of these boards. In addition, the members will be Agency Heads (Deputies in the areas of Conservation, Research and Education), executives from related program areas, the Department's Deputy Director for Equal Employment Opportunity, and a representative from OP. Actual composition will be determined by the chairperson in consultation with the Office of Personnel.

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The Executive Resources and Performance Appraisal Staff in the Office of Personnel will provide administrative support to these Departmental boards. Agencies within the Department are expected to provide financial support for this staff, as needed, to effectively carry out the responsibilities of the boards.

Secretary's Memorandum No. 1826, Revised, dated April 4, 1977, is hereby superseded.



Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

October 16, 1979

SECRETARY'S MEMORANDUM NO. 1626, REVISED

EXECUTIVE RESOURCES BOARDS

The Civil Service Reform Act of 1978 requires that Executive Resources Boards conduct the merit staffing process for career appointment to the Senior Executive Service (SES). The Act also gives me the responsibility for SES position planning, staffing and utilization, executive development, performance appraisals, performance awards, pay administration, and nominations for awarding of executive rank. Departmental Executive Resources Boards will be used to coordinate our SES activities, including the Performance Review Boards required by the Act. Therefore, I am establishing a Secretary's Executive Resources Board and a series of program Executive Resources Boards. These Departmental boards will submit personnel recommendations for my concurrence. The program Executive Resources Boards are as follows:

Office of the Secretary
Economics, Policy Analysis and Budget
Food and Consumer Services
Rural Development
Marketing and Transportation Services
International Affairs and Commodity Programs
Administration
Natural Resources and Environment
Science and Education

The Deputy Secretary will chair the Secretary's Executive Resources Board. In the absence of the Deputy Secretary, the Assistant Secretary for Administration will serve as Chairperson. The members include the Chairpersons of each of the program Executive Resources Boards and the Director of Personnel as Executive Secretary.

The Secretary's Executive Resources Board will be responsible specifically for the merit staffing process for career appointment of agency heads, associate agency heads, and Departmental staff directors in the Senior Executive Service. In concert with the program Executive Resources Boards, the Secretary's Executive Resources Board will manage the SES, including nominations for the awarding of executive rank.

COMMITTEES

(Boards, Executive Resources)

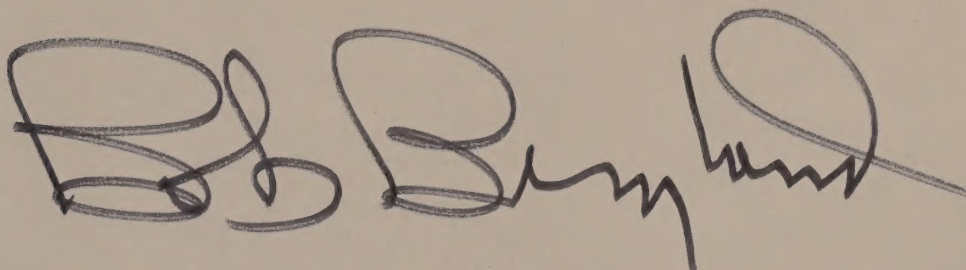
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The program Executive Resources Boards are responsible for the merit staffing process for career appointment to the SES except for agency heads, associate agency heads, and Departmental staff directors in the Senior Executive Service. They will share with the Secretary's Executive Resources Board the responsibility for managing the SES.

The Civil Service Reform Act - Implementation Group in the Office of Personnel will provide administrative support to these Departmental boards. Agencies within the Department are expected to provide financial support for this group, as needed, to effectively carry out the responsibilities of the boards.

Secretary's Memorandum No. 1626, Revised, dated July 2, 1979, is hereby superseded.

A handwritten signature in dark ink, appearing to read "B. B. B. B. B.", is written over a horizontal line. The signature is stylized and cursive.

Secretary of Agriculture

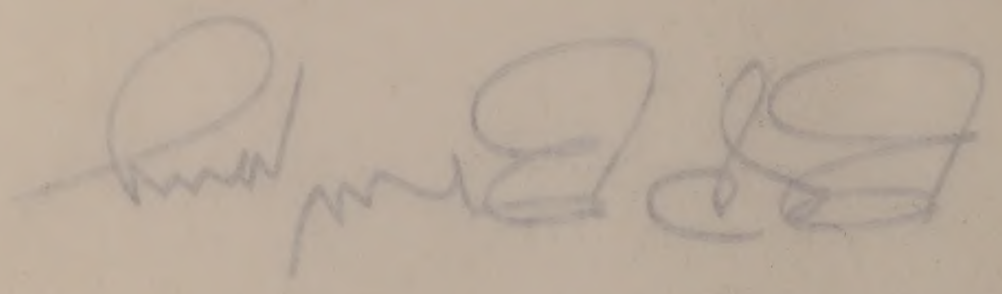
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The Civil Service Reform Act - Implementation Group in the Office of Personnel will provide administrative support to these Departmental boards. Agencies within the Department are expected to provide financial support for this group, as needed, to effectively carry out the responsibilities of the boards.

Secretary's Memorandum No. 1026, Revised, dated July 2, 1979, is hereby superseded.



Secretary of Agriculture

December 4 1967

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

SECRETARY'S MEMORANDUM NO. 1627

Defense Mobilization Planning - Interim Designation

I am designating George H. Walter as Acting Assistant to the Secretary, Defense Mobilization Planning, to be responsible for the functions assigned in 1 AR 255a until further notice.

Quill F. Freeman

ORGANIZATION

1 (Secy)

December 2, 1942

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

SECRETARY'S MEMORANDUM NO. 137

Defense Mobilization Planning - Interim Decision

I am designating George H. Walter as Acting Assistant to the Secretary, Defense Mobilization Planning, to be responsible for the functions assigned in AR 322a until further notice.



ORGANIZATION